



**INSPIRE NURTURE BELIEVE ACHIEVE**

*Working together to be the best that we can be.*

# Attendance Policy

## 2022 – 2024

**Date reviewed:** October 2022

**Date adopted by the Governing Board:** October 2024

Happiness

Perserverance

Resilience

Kindness

Friendship

Respect

## Aims

In the **Goldsborough Sicklinghall Federation**, we believe that pupil attendance must be regular and punctual to be able all pupils to achieve as well as they can.

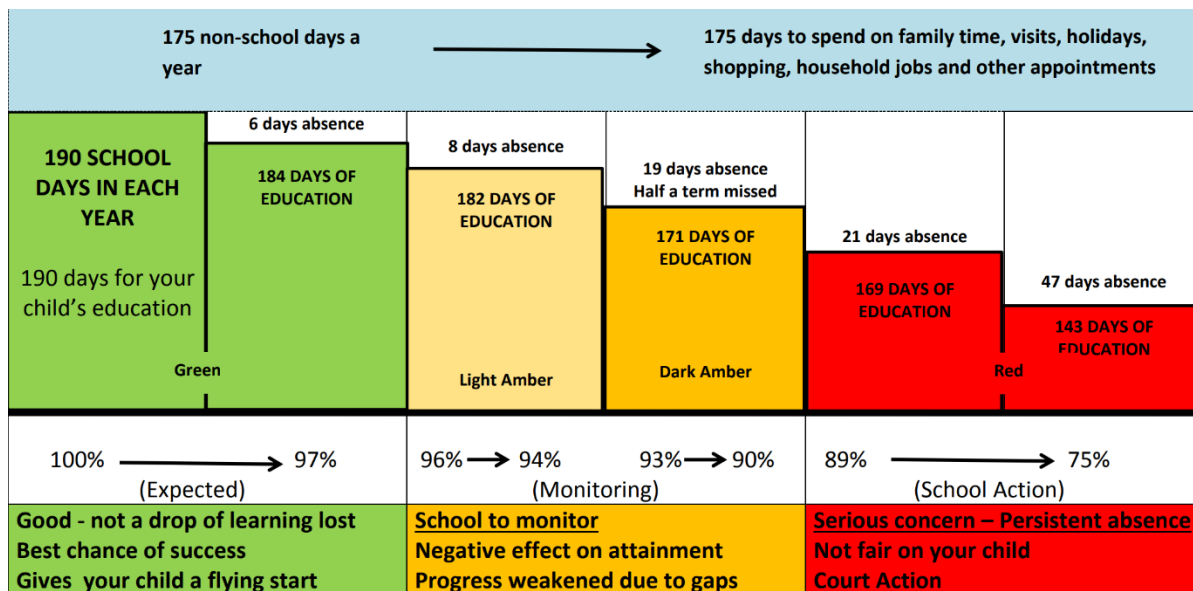
The aims of this policy are:

- to ensure that our school attendance target is achieved, thus enabling all pupils to receive a full, broad and balanced curriculum;
- to ensure that all stakeholders receive regular information and communication in relation to attendance and punctuality;
- to ensure that pupils, parents, staff and governors are aware of the importance to aim for 100% attendance and to be at school, ready to learn, on time;
- to provide clear information to all stakeholders to enable them to meet the **Goldsborough Sicklinghall Federation's** expectations for attendance and punctuality;
- to enable all pupils to achieve the best they can in all aspects of school life within the **Goldsborough Sicklinghall Federation**.

## Rationale

Regular attendance and arriving on time are both vital in enabling children in all year groups to be successful in their learning and friendships at school. Even one day's absence has an impact on a child that is far greater than just that day. Missed learning, the need to catch up and the feelings associated with being absent from school can have long lasting negative effects on children's attainment, progress, self-esteem, friendships and engagement with their learning.

Similarly, regular lateness can impact negatively on children too. Missing even the first ten minutes of a school day can lead to a child feeling isolated, behind in their learning or confused as to what is expected of them. Lateness also impacts on the rest of a class who have arrived on time in taking valuable teacher time away from learning to repeat instructions to a child arriving late.

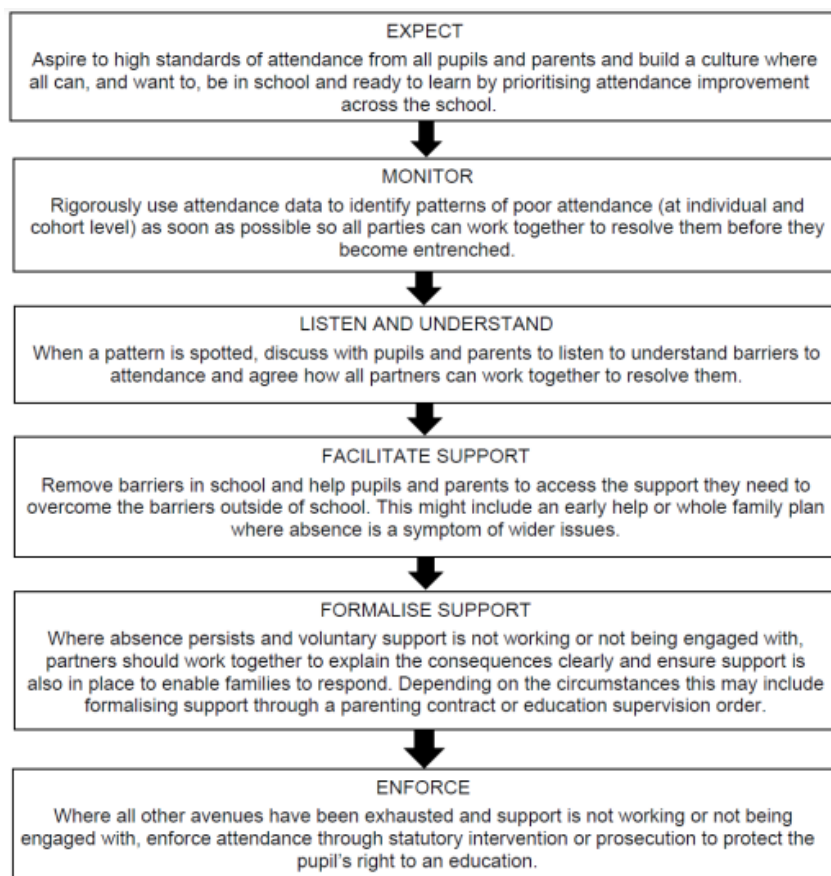


80% attendance over 5 years = 1 whole year of education lost.

Research suggests that pupils who have an average of 20 days absent per school year see negative effects throughout their educational journey – resulting in a whole GCSE grade deficit by the time they leave secondary education.

Article 28 of United Nations Convention on the Rights of the Child : The right to learn and go to school

On the 6th May 2022, the DfE also published guidance: Working together to improve school attendance. This non-statutory guidance applies from September 2022 and is due to become statutory in September 2023. It replaces all previous guidance on attendance for maintained schools, academies, and LAs. The aim is to make attendance process consistent across all local authorities. This outlines the following approach:



The following is a summary of responsibilities for all pupils. The full table of responsibilities can be found by [clicking here](#)

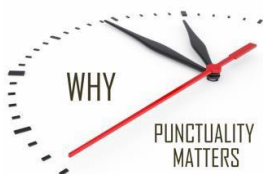
## All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.	Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
Only request leave of absence in exceptional circumstances and do so in advance.	Accurately complete admission and attendance registers.	Ensure school staff receive training on attendance.	Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.		Offer opportunities for all schools in the area to share effective practice.
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.		

DfE Parental Responsibility Measures can be found by [clicking here](#)

## Monitoring Attendance at the Goldsborough Sicklinghall Federation:

**Attendance Matters:** Attendance at school of **less than 90%** is classed as **persistent absence** by the Department for Education. **This will be classed as red on our attendance letters and an attendance management plan will be put in place (where appropriate).** National figures show that **only 68% of pupils achieve the expected standard in the core subjects of reading, writing and mathematics where their attendance is below 90%** compared with 86% of pupils with attendance of 95% or above. This is due to learning missed in lesson time and the difficulty of catching up with lost learning on a child's return to school. For our youngest children, compulsory school age is 5 years old.



### Punctuality Matters too! Being frequently late for school adds up to lost learning:

Arriving **5 minutes late** every day adds up to **3.5 days lost each year**  
Arriving **10 minutes late** every day adds up to **7 days absence per year**  
Arriving **15 minutes late** every day adds up to **10 days absence per year**  
Arriving **30 minutes late** every adds up to **22 days absence per year**

- Attendance of **95% for the year equals 10 days of absence** - that is **2 full school weeks** of a child's learning missed for that year.
- Attendance of **90% for the year equals 19 days that** a child has been absent - that is **almost 4 school weeks** missed.
- Attendance of **85% for the year equals 29 days** that a child has been absent - that is **almost 6 school weeks** missed.
- Attendance of **80% for the year equals 38 days** of missed learning - that is **over 7 school weeks missed.**

The school day has two attendance sessions. If a child is unwell in the morning but seems better by lunchtime, they should be brought to school for the afternoon session (unless they have had a recent spell of D&V which requires them to stay at home for 48 hours).

If a child has to have an emergency medical appointment, this should be at the beginning or end of a school day and after registration sessions where possible.

The school year has 190 days for pupils to attend a year. There are 175 days per year when they do not have to attend school – every effort should be made for appointments to be in this time off.

Attendance is communicated each half term in the form of a Red, Amber, Green letter system based on the above facts to help keep parents informed so that individual attendance is as high as possible. This is a strategy to **avoid the need for the Local Authority become involved when attendance falls to 90% or below.**

<b>GREEN</b>	-	<b>Excellent attendance</b>	<b>97% and above</b>
<b>AMBER</b>	-	<b>Borderline Attendance</b>	<b>94% to 96.9%</b>
<b>RED</b>	-	<b>Poor Attendance</b>	<b>93.9% and below</b>

The letter will also include the number of sessions available and the number of sessions attended so that it can be compared to the information above too.

Throughout the year, the Class Teacher and / or The Assistant Headteacher / Headteacher will discuss borderline and poor attendance with individual families as a way to offer support. **When attendance figures fall below 90%, the Local Authority Team will begin the process of issuing fines and investigating the figures further.**

The Autumn Term's attendance figures can appear lower than expected due to each day being weighted more heavily proportionally than in the summer term.

The **Goldsborough Sicklinghall Federation** understands that some children with poor or borderline attendance may have unavoidable medical reasons for this. Where this is the case, an attendance plan may not be appropriate, but support will be made available to the family where the child is well enough to work at home.

Throughout this section, **GPS** refers to **Goldsborough Church of England Primary School** and **SCPS** refers to **Sicklinghall Community Primary School**.

### **Attendance and Punctuality Procedures**

The **Goldsborough Sicklinghall Federation's Attendance Target is to be at 98% by July 2021.**

- The bell is rung at **8:55am (GPS)** and **8:50am (SCPS)** each morning and the register is taken promptly at **9:00am (GPS)** and **8:55am (SCPS)**. Pupils arriving after the register has been taken and before 9:30am are marked as arriving late.
  - Pupils arriving **after 9:30am** are marked as '**late after registers closed**', which is recorded as **unauthorised absence for that morning session**. This mark affects a child's overall attendance figure.
  - Attendance Registers are a legal document and staff are required to treat them as such, promptly taking a register at 9am and not changing marks on the register once completed. The school administrator is responsible for inputting register data into our data management system, ScholarPack.
  - If a child is absent from school and school has not been informed of the reason for this absence, school are required to follow up by making telephone contact with a parent/carer/guardian (please see Safeguarding Policy for Missing Child Procedure).
    - Absence due to illness is authorised if school are informed of this illness by a parent/carer.
    - Children suffering from diarrhoea/sickness should not return until 48 hours after their last bout of illness.
  - Leave of absence can only be granted by the school in **exceptional circumstances** according to government requirements. **Family holiday cannot be classed as exceptional.**
  - Each half term, parents will receive a Red, Amber, Green attendance figure along with sessions attended for context and of late arrivals recorded.
    - Each week, the class who achieve 100% attendance earn a sticker and 15 minutes additional playtime.
- Unavoidable medical appointments are not classed in this as to not discriminate against children with medical needs. The class with most improved attendance and / or 99% attendance, earn themselves an extra 5 minutes of playtime.
- **At the end of each term, pupils are awarded with a certificate in assembly:**

- 1 Term without any absences earns the child a Bronze Certificate and sticker
- 2 Terms without any absences earns the child a Silver Certificate and Silver Star
- 3 Terms without any absences earns the child a Gold Certificate and Gold Star

## **Attendance Consultation Meetings with the Class Teacher / Assistant Headteacher / Headteacher**

**At the first attendance consultation meeting, the following will be discussed and documented:**

1. The child's attendance figure and an explanation of this in terms of number of days' learning lost.
2. Exploration of the reasons behind absences.
3. The support required for the child, the parent/carer or both in improving attendance or punctuality.
4. Any reasonable adjustments that can be made by school to support better attendance.
5. Targets for future attendance set.
6. A second attendance consultation meeting is set.

**At the second attendance consultation meeting, the following will be discussed and documented:**

1. Review progress towards attendance targets.
2. A review of attendance and punctuality figures.
3. The support required for the child, the parent/carer or both in improving attendance or punctuality.
4. Any reasonable adjustments that can be made by school to support better attendance.
5. Targets for future attendance set where necessary.
6. **Where further improvements are needed to attendance, an attendance support plan will be put in Place and a third attendance consultation meeting is set.**

## **Leave of Absence**

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

**The following are examples of the criteria for leave of absence, which may be considered as 'exceptional'**

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by **the production or confirmation from the organisation/company.**
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or Emotional problems, evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

**Headteachers would not be expected to class any term time holiday as exceptional.**

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may **refer to the local authority for advice.** The decision of the Headteacher is final.

**Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.**

Appendix 1- Application for Leave During Term Time

**APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME IN EXCEPTIONAL CIRCUMSTANCES**

Name of pupil(s):

School:

Class(es):

Address:

Telephone No:

Siblings (if different school) Schools attending:

I request permission for my child to be absent from school

From.....To.....Total school days.....

**Exceptional circumstances for request:**

*(this section must be answered in full and against stated criteria)*

Signature of parent/carer.....Date.....

**For school use only**

Seen by Head teacher (signature).....Date.....

Decision reached.....

Date reply returned to parent (s).....

## Appendix 2- Attendance below 90% Notification to Parent/Carer Letter

Dear Parent/Carer,

I am writing to inform you that your child's attendance has fallen below 90%, Your child's attendance figure, alongside school's figures for comparison, is below:

<b>Your child's</b> attendance figure	%
<b>Whole school</b> attendance figure	%
Attendance figure for your child's <b>year group</b>	%
Sessions Attended / Possible Sessions	

Attendance at school of less than 90% is classed as persistent absence by the Department for Education. It may be that we as a school are already aware of the specific reasons behind your child's attendance figure, in which case, this letter is for information only.

You are invited to an attendance consultation meeting in school to discuss your child's attendance, to seek the support of school in improving your child's attendance and to set targets to work towards which will improve your child's attendance.

This meeting will take place on **DATE at TIME**. Please inform the school office if you are unable to attend this meeting.

Yours sincerely,

Headteacher



### Appendix 3- Punctuality below 90% Notification to Parent/Carer Letter

Dear Parent/Carer,

I am writing to inform you that your child's has arrived late to school on four or more occasions this half term, which means that s/he has a punctuality figure of below 90%. Your child's punctuality figure, alongside school's figures for comparison, is below:

<b>Your child's</b> number of late arrivals	%
<b>Whole school</b> average number of late arrivals	%
Average number of late arrivals for your child's <b>year group</b>	%
Sessions Attended / Possible Sessions	

You are invited to an attendance consultation meeting in school to discuss your child's attendance and punctuality, to seek the support of school in improving your child's attendance and punctuality and to set targets to work towards which will improve your child's attendance and punctuality.

This meeting will take place on **DATE at TIME**. Please inform the school office if you are unable to attend this meeting.

Yours sincerely,

Headteacher