

Knowsley Village Primary School

Respect For All

Attendance Policy

“Attendance matters... Make every day count...”



As a school we aim to:

- Maintain an attendance rate of 97% weekly in each class and across the school
- Maintain parents' and pupils' awareness of the importance of regular attendance
- Make attendance and punctuality a key task for everybody at Knowsley Village Primary School
- Ensure all children attend school regularly and punctually
- Minimise absences from school and reducing persistent absences
- Support children and families with good attendance and punctuality

Good attendance is important because:

- Statistics show a direct link between under-achievement and irregular attendance
- Regular attenders make good progress academically
- Regular attenders make good progress socially and emotionally
- Regular attenders maintain good friendship groups
- Regular attenders have a positive attitude to learning and school
- Regular attenders have a positive transfer to secondary school
- Receiving full time education is a child's legal entitlement
- Missed lessons are difficult to catch up on
- Supports our school ethos, vision and values
- Reinforces our Golden Rules
- Enables school to deliver the Key principles of our mission statement
- Supports the Home/School agreement

As a parent you can help us by:

- Contacting school on the first morning of all absences with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Taking holidays during the set school holidays
- Providing school with medical appointment cards or letters so that absence can be authorised
- Keeping school updated if your child has an extended period of absence due to illness

We shall:

- Complete a daily attendance walk from Nursery to Year 6
- Operate a first day response system for any unexplained absences. Reasons need to be from the parent of the absent child

- Inform our link attendance officer from school attendance service if contact cannot be made as a child is technically “Missing” from education
- Follow up unexplained absences and absence patterns by phone calls and letters as soon as possible.
- Remind parents of the importance of regular attendance and punctuality in newsletters, website, meetings and in the Home-School agreement
- Share our attendance percentage weekly
- Report attendance during meetings with parents and inform parents if a child’s attendance is in becoming near to the persistent absent threshold ,
- Involve the *School Attendance Service* if attendance falls below 90% and /or is unauthorised.
- Issue penalty notices for Persistent Absences (see information from Attendance Service)
- Report termly to the Governing Body
- Acknowledge and reward good attendance daily, weekly, termly, yearly
- Inform parents of their child’s attendance percentages at parent meetings and on the annual school report
- Let you know if we have concerns regarding your child’s attendance
- Seek outside support for families.

Authorised Absence

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is ill, family bereavement, religious observance.

Unauthorised Absence

There are times when children are absent for reasons, which are **not** permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absence are:

- Holidays in term time
- Waiting on a delivery
- Going for a family day out
- Staying off because of a birthday
- Parental appointments
- Where there is no explanation for the absence or where the explanation or reason for the absence is not due to illness/medical it is recorded as unauthorised

Unauthorised Absences are reported to the Local Authority. The School Attendance Service may contact you via a letter or a visit and if unauthorised attendance does not improve consider taking legal action

Holidays in Term Time

- Holidays will not be authorised by the Headteacher
 - The Governing Body support the School Attendance Service in issuing penalty fines for taking children on holiday during term time

Persistent Absence

- Persistent absence is when attendance falls below 90%
- The Headteacher will meet with parents to try to improve the attendance before the school attendance service becomes involved
- The school attendance service will be informed
- The attendance Governor will be informed

Punctuality (at the start and at the end of the school day)

- Breakfast club is from 7.45 am for Reception to Year 6 and for ECO eligible 3 year olds. There is a charge for this facility
- Classroom doors are open from 8.40am for Years Reception to Year 6.
- Morning registration is at 9.00am. This is the time your child must be in the classroom, so you need to ensure your child is coming through the school gate by 8.55am.
- At 9.00am the school gates are shut and the children enter school through the front door. For safeguarding reasons, they are entered into the late book. Appropriate marks are entered into the register
- It is important to be on time the beginning of the school day. It is a social time for the children and a positive start to the school day . Instructions for the day are given and lessons start straight away . Phonics/Spellings are taught first lesson after registration.
- If your child is persistently late you will be invited in to discuss ways in which this can be improved
- Parents should promptly collect children at the end of the day.
- Children should not be picked up early at the end of the day unless there is a valid reason, such as a medical appointment. The end of the school day is just as important as the beginning of the school day.
- Children in Year 5 and Year 6 will only be allowed to walk home with permission from the parent
- Children who remain uncollected by 3.30 pm will go to After School Club and full charges will apply.
- Children in after school activities run by teachers should be picked up promptly when the club finishes
- Children in After School Club should be picked up by 5.00 pm at the latest.

NUMBER OF DAYS ABSENT FROM SCHOOL	CHILD'S ATTENDANCE AT THE END OF THE YEAR
If your child has 1 day off school during the year...	...their attendance will be 99.5%
If your child has 2 days off school during the year...	...their attendance will be 99%
If your child has 5 days off school during the year...	...their attendance will be 97.4%
If your child has 10 days off school during the year...	...their attendance will be 95% This is below target.
If your child has 15 days off during the year...	...their attendance will be 92.4% School will now monitor attendance on a regular basis. Letters home will be sent and you will be invited in for an attendance panel meeting
If your child has 20 or more days off during the year their attendance will be below 90% and school will now be in contact with Education Welfare Service of Knowsley Local Authority. This may lead to sanctions, court and penalties against the parents

We value your support in helping us to maintain our high expectations and enabling school to make *'every day count'* for your child

Legal Note

Parents have a legal duty to ensure the regular and full-time attendance at school of registered pupils (Education Act 1996). This policy is supported by the Legal duty of the Education Act 1996 and on guidance produced by the Department for Education and the Local Authority. The School and the Local Authority Attendance Service aims to work with schools and families to promote good attendance and avoid legal action.