

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school have received notification from a parent or carer.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school. Therefore, the absence is unauthorised if a child is away from school without good reason.

As from 31st October 2016 any child who has 4.5 days unauthorised absence in a six week period will be issued with a fixed penalty fine.



If you need support with the attendance of your child in school please speak to your child's class teacher or contact the school to arrange a meeting or discussion with our Attendance Lead.

More information about attendance in our school and the school's Attendance Policy please check out our school website.

www.sfh.lincs.sch.uk

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Punctuality and Attendance in the Early Years

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Punctuality and Attendance in the Early Years

Whilst the legal requirements for attendance do not apply to children under 5, regular routines for young children support the settling-in process and enhance their sense of security. They can also foster good habits for children's later life. Even if a child only has a part time place in our school Nursery regular attendance is still important.

As Sir Francis Hill Primary School attendance is a focus for the school, and poor attendance is known to be associated with poor educational achievement, this is an important message to get across to parents and carers so that they can support their children to make the most of their potential. Internally as a school and externally our attendance figures are monitored and we work tirelessly with our families to aim for figures that are at least in line with the national expectation which is usually around children attending 96% of the school year.

Why is good punctuality and attendance important?

Research shows that children with poor attendance are at a disadvantage later in life. They often

- find it harder to make and maintain friendships
- are less likely to gain good qualifications
- earn lower wages
- have a higher chance of being unemployed
- have low self-esteem

Poor attendance and punctuality, even at the earliest age, can affect achievement in later life. Establishing good habits from the start helps children to settle more quickly into new settings and routines.

What benefits are there for a child that regularly attends school?

Good Habits

- It builds in young children the idea that getting up and going to school is simply what you do.
- Children who attend school every day develop a feel for the rhythm of the week and gain a sense of security from some regular elements, even when the actual pattern or focus of their learning or activity may vary widely from week to week.

Secure Relationships

- Young children find it easier to build and sustain a range of social relationships when they regularly attend educational setting.
- For some families, particularly at times of stress, the child's regular attendance at school allows parents to get other things done and helps them enjoy spending time with the child when they are at home.

Self-Esteem

- Children who rarely miss days at school and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to engage in learning.
- Children who regularly miss days or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.

Learning and Development

- Staff carefully plan the learning for each child and want to take every opportunity to help them thrive. Experiences gained in a days are often developed further in the next session.
- Children learn in many different ways through play with others and through being in the company of staff who actively support their learning and development.
- Underachievement is often linked to lower attendance. For some older children this is linked to a steadily deteriorating trend in attendance which is traceable right back to their time in Nursery and Reception.

Registration

All school doors open at 8.50 am. This time is sufficient for all pupils to come into their classroom. Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded on the class register at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.15am and by 1.00pm.

Roles and Responsibilities

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Ensuring that their child arrives at school on time and letting the school know of any reasons for lateness.
- Making every effort to book medical appointments outside of school hours.
- Contacting the school office on the first morning of absence due to illness.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist.
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- Keep the school informed of changes to contact details.
- Collect their children from school at the agreed time.

The school is responsible for:

- Ensuring that the school meets all legal requirements, sets targets for attendance and unauthorised absence and publishes attendance figures.
- Ensuring that parents and pupils are aware of their responsibilities regarding attendance and punctuality at the point of admission.
- Provide a reward system for those with excellent (100%) attendance.
- Overall monitoring and recording of school attendance including looking at trends in absences.
- Contacting families where concerns are raised about absence including arranging meetings to discuss issues.
- Liaising with other professionals to discuss specific cases, determine potential sources of difficulties and reasons for absence and support available.