

### **First Day Contact**

Parents/carers should contact the school on the first day of their child's absence.

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Admin staff check all of the registers from 9.10am to 9.30am on a daily basis, to identify those pupils who are absent. If a child is absent and no message is received by 10 am, a member of the admin team will make contact with the parent. If we can not get a response from you on the phone and we receive no reason from you then we will write to you to ask for a reason. It is very important that you give us a reason for absence otherwise this is recorded as an unauthorised absence.

### **Absence from school for holiday**

With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. We do ask that you keep us informed of holidays by completing a leave of absence form. We do not currently authorise any holiday requests, we will pursue legal proceedings and financial penalties, if attendance is below 90%, as are available to schools under the legal framework of the Education Act 1996 section 444.

### **Addressing concerns and monitoring attendance**

The school expects attendance of at least 95%. It is important for children to establish good attendance habits early on in their primary school career. In primary school it is upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially concerns about attendance are raised with parents via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support can be given by the school with the aim to

improve over a period of time then the school may seek external support and alter its stance with regards to legal and financial penalties.

From September 2015 the government has raised the level at which a child is deemed persistently absent. A child will be regarded as a persistent absentee (PA) if their attendance is 90% or less (previously it was 85% and below). We monitor attendance termly, identifying children who are at risk of becoming persistent absentees and who already are. Letters are sent out to parents to inform them with the aim of improving attendance and attendance support meetings are arranged to discuss attendance concerns with parents.

Excellent attendance is also monitored termly as well as weekly. Rewards are presented to children with 100% attendance. An attendance board acknowledges achievements with regards to 100% attendance.

### **Further Information**

You can find further information about our approach to Attendance in our Attendance policy. This can be found on the school website:-  
<http://www.sir-francis-hill.lincs.sch.uk>  
in the 'Key Information' Policies section.

**Please do not hesitate to contact the School Attendance Lead Mrs Revill or Mrs Weekes on our reception desk , if you have any further questions or queries.**

## **Information for Parents**



## **Attendance in School**



**Attendance Lead:-  
Mrs Revill**

## **Why is attendance important?**

Regular and punctual school attendance is important as pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them, therefore having access to learning for the maximum number of days and hours. We expect all children on roll to attend every day when the school is in session, as long as they are fit and healthy enough to do so.

The most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

## **Roles and Responsibilities of Parents**

- 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, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness.
- Contacting the school office on the first morning of absence due to illness.

- Offering a reason for any period of absence, preferably before the absence or on the first day of absence and also the date on which they are expected to return to school. Notification of absence should be by parental note, telephone call or in person.
- Making every effort to book medical appointments outside of school hours and informing the school in advance if medical appointments are in school time.
- 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 all contact details.
- Inform the school immediately if they are removing their child to start at another school. The parents must give details of the new school.
- Collect their children from school at the agreed time, of 3.25pm or at the time an after school activity ends. With regards to collection we ask that parents to respect and follow the schools rules for Health, Safety and Security reasons.

## **Arriving in school on time**

Any pupil who misses registration will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the register for each pupil (Attendance code L). Any child who arrives for school later than 9.10am will be marked as having an unauthorised absence for the morning. (Attendance code U).

Children who have attended a dentist or doctor's appointment, where the school has been notified, and subsequently come to school later will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning, lateness impacts on learning not

only for the individual, but the class as a whole. If a child is late then we ask that parents do not take them into class as this can cause further disruption.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. All absences are recorded as either authorised or unauthorised absences. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised, not the parent, consequently not all absences supported by par-

## **Absences**

ents will be classified as authorised.

### **Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent contacts the school to explain the absence.

### **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, even with the support of a parent. As from 31st October 2016 any child who has 4.5 days unauthorised absence in a 6 week period will be issued a Fixed Penalty Notice. This will not include unauthorised absences for family holidays, unless the child's unauthorised absence reaches 4.5 days in a 6 week period where some is unauthorised family holiday and some is for other un-