



SUNNYSIDE PRIMARY ACADEMY

Attendance Policy

Person(s) Responsible: Susan Marsh

Reviewed: July 2022

Next Review date: July 2023



At Sunnyside Primary Academy we recognise the positive impact that attending school on time has on your child's learning. We place a high value on punctual and regular attendance, as every lesson really does count. Therefore, we must ensure that attendance and punctuality are the highest they possibly can be in order to prepare our children for their future adult life.

Good attendance is linked to achievement, better relationships with other children and better overall behaviour in school. Children can quickly fall behind if even one day is missed. At Sunnyside we aim for a minimum of 98% attendance.

Minutes late per day Equivalent of missing:

5 Minutes 3.4 school days a year
10 Minutes 6.9 school days a year
15 Minutes 10.3 school days a year
20 Minutes 13.8 school days a year
30 Minutes 20.7 school days a year

AIMS

- That all children achieve excellent attendance at a minimum of 96% in line with National expectations.
- All children of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No child should be deprived of their opportunity to receive an education that meets their needs and personal development.
- We will create and maintain parent/carer partnerships to support attendance and allocate to external agencies as needed.

EXPECTATIONS

We expect the following from all our parents/carers:

That children attend school daily; Holidays during term time are actively discouraged and will be unauthorised. Due to the link between attendance and attainment the government has put a priority on reducing all forms of absence.

Our policy on term time holidays, which is based on legislation and government guidelines is summarised as:

The Law says that parents/carers do not have the right to take their children out of school for a holiday in term time.

Any requests for holiday in term time must be made in advance in writing and in line with GOVERNMENT GUIDELINES will only be agreed in EXCEPTIONAL CIRCUMSTANCES. Taking a holiday in term time simply to save money does not constitute an exceptional circumstance and will result in a fine. Being unable to take holidays due to the seasonal nature of parents/carers work is also not an exceptional circumstance.

All parent(s)/carer(s) should apply for leave no less than 7 days prior to the period of absence and failure to do so may result in the absence being unauthorised.

If the absence is not agreed and the student goes on the holiday, the absence will be recorded as unauthorised. This may then be referred to North Northamptonshire County Council and could result in a Fixed Penalty Fine under Section 444(b) of the Education Act 1996.

Where a child fails to return within 10 school days of a previously notified date the Academy will notify **Children Missing Education (CME) at North Northamptonshire County Council.**

Children will arrive on time and be appropriately dressed and prepared for the day at 8:45am. Should your child arrive after 8:55am, their attendance will be indicated by code "L" on the attendance register.

Any child not attending school without permitted circumstances, will be classed as unauthorised and will be indicated by code "O" on the attendance register.

Should your child fail to regularly attend school promptly, for three consecutive occasions, you will be contacted by the Attendance Officer to discuss ways in which lateness can be improved.

Failure to improve punctuality will lead to overall attendance becoming affected, a parent contract being put in place and ultimately the possibility of being referred to the Education Inclusion and Partnership Team.

Please contact the school on 01604 842958 on each morning of any absence before 9am, providing a reason for the absence.

There is an expectation for any pre-booked appointments to be made outside of school hours.

Absences for any medical/dental appointments require proof of appointment, e.g. appointment card, hospital letters, etc.

If illnesses continue for longer than five days, medical evidence **will** be required, e.g. doctor's appointment card, prescribed medicine packet (with the label).

Evidence of appointments can be submitted retrospectively.

Failure to contact the school during the absence may result in a safeguarding call or visit to the home by the Academy Safeguarding Team, and a possible referral to the local police.

Parents/carers can expect the following from the Academy:

- At the beginning of the academic year every child’s attendance for the previous academic will be reviewed to determine patterns of good or poor attendance. Pupils with previous persistent absence will be monitored rigorously from September.
- Accurate completion of the registers at the beginning of each session.
- Early contact with parent/carer when a child fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us.
- A range of support options available, including confidential advice and family support.

ENCOURAGING ATTENDANCE

The Academy aims to encourage regular attendance. Parents can expect:

Attendance is celebrated regularly within the Academy

Class attendance will also be celebrated, with a class reward given.

The Family Support Worker will always be available to provide confidential and appropriate support for any family struggling with attendance.

RESPONDING TO NON-ATTENDANCE

How these outcomes will be achieved (parental action, involvement of class teacher, PM, SENCO, outside agencies) and the impact of these outcomes.

If a Parent Contract is set, attendance targets will be discussed and agreed. The following procedures will be followed:

Absence line/email/phone call from parent to let School know of absence OR First Day Response/Academy to follow up absences of Vulnerable children.
Teachers should know which children are absent and the reasons why.
No response from parents or no changes/developing pattern - Pastoral/Safeguarding team to contact parents.
Invite parents in for Informal meeting. How can we support?
Formal Letter – invite parents for a parent contract meeting.
Contract set up. Early Help Assessment offered.
Parents contract review after 5 weeks – telephone or face to face
EIPT Referral

Reintegration

The return to school for a student after long-term absence requires special planning. The Family Support Worker and Class Teacher will all work to support reintegrating a child into school.

Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SEND Co-ordinator may be required.

Parents will be informed of this intention if it is necessary.

Programmes should be reviewed regularly and amended as necessary.
Staff will be notified of the return of the long-term absentees via the various internal communication lines.

Closure

Parents will not be penalised if the Academy is forced to close.

The Academy will always aim to give parents/carers as much advance notice as possible of any school closures. In the event of extreme weather or a school emergency, such as a burst pipe or gas leak, the school will aim to notify parents as soon as possible, usually before 8am.

In the event of an unplanned closure parents/carers will be notified by text message, email and an alert on the school website.