Attendance Policy Guide for Parents/Carers

At Carlton Primary School we are committed to giving all our children every opportunity to achieve the highest of standards, regardless of age, gender, ethnicity, attainment, ability or background.
Our aim is to be an inclusive school. This means that equality of opportunity must be a reality for all our children.

Every child should look to achieve at least 96% attendance each year

Children and young people who attend regularly:

- Achieve more
- Make better progress, socially and academically
- Find school routines and expectations easier to cope with
- Enjoy learning
- Find transitions easier

Carlton Primary we believe that:

- Children must attend school regularly and promptly to achieve their full potential.
- Children who miss out on school can feel left out and have difficulty making friends.
- Family holidays in term-time are disruptive and can seriously affect your children's education



The School Day

- The school day is broken down into 2 sessions – AM and PM.
- Doors open at 8.45am. Registration is by 9.00am. Children who arrive after the register is closed will be marked late. We will contact parents if children are late on a regular basis. (L)
- Children who arrive after registration has closed at 9.30am are classed as late after registration, this is an unauthorised mark which will affect the attendance record. (U)
- If a message has not been received by the school by 9:15am, we will endeavour to contact parents/carers with an email or phone call. This will take place once registers have been checked. It is important that you keep school informed of any changes to contact details. **If no contact is received Mrs Riding & the Area Attendance Officer may visit your home to confirm the reason for absence. You can contact school by phone on 0113 3783040.**
- If we do not receive notification of your child's absence, this will be marked as unauthorised.
- On the third day of absence you could receive a visit from Mrs Riding and the Area Attendance Officer in line with our safeguarding policy. We need to ensure that children are safe and have been seen.

- The school day ends at 3.15pm for EYFS and 3.20pm for KS1 & KS2. Please be in the school grounds ready to collect your child/children at this time. The late collection of a child can cause the child distress, so please ensure you arrive at school on time.
- If a child or young person is not collected within 30 minutes of the end of the school day or after school activity and school cannot contact a parent/carer or other named contact person, schools have a duty to contact the Children's Social Work Services to refer the child to a place of safety.

Who can help?
Please contact **Mrs Riding on 0113 3783040** for any queries regarding your child's attendance. Mrs Riding is the Pastoral Manager with a responsibility for monitoring attendance in school.

What do I do if my child is saying they are unwell?
On occasions children will try and get time off school, there are children who may have a cold/a slight tummy ache/headache. In these situations, we ask that you medicate (with calpol etc), bring the child to school; making the office or Mrs Riding aware of the situation so they can be monitored throughout the school day. If a child's condition gets worse, we will contact home immediately. Generally, a child will perk up when occupied and surrounded by their friends.

What do I do if my child is genuinely ill or is unable to come to school?
Please ring the school number 0113 3783040 before 9.00am and leave a message on the attendance line voicemail (option 1). For persistent illness/regular absences you may be asked for evidence in the form of appointment cards, prescriptions etc.

What do I do if my child is on prescribed medication?
We can administer prescribed medication during the school day, please ensure prescribed label and dosage is on the medication and bring to the school office. You will also need to sign this medication in on our online system, Medical Tracker.

What do I do if my child has a medical or dental appointment?
Please try and arrange non-medical appointments out of school hours as it impacts on your child's learning and may be marked as an unauthorised absence. If an urgent medical appointment is required, please provide appointment card when you collect child from school. Children must attend school until the appointment time and returned afterwards if possible. **For example - your child should come to school to receive their morning mark then attend their appointment.**

What do I do if I want my child to stay at home to celebrate a religious festival? Please contact school for further information.

What do I do if I want to take my child on holiday during school time?
Carlton Primary's policy regarding holidays is as follows and is in line with the Department of Education's guidelines.
Parent/Carers **do not** have the right to remove their children from school for a holiday.
Recent legislation states that Head Teachers are **not** able to authorise any requests for holidays during term time. We strongly recommend that you try and book holidays during our scheduled school holidays. We are at school 39 weeks a year and have 11 weeks scheduled holidays. **The fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.**

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

Applications for leave due to exceptional circumstances must be put in writing (with any supporting evidence) and addressed to the Head Teacher Mrs Brook.

Exceptional Leave <u>will NOT</u> be authorised under the following circumstances:

- During national or school tests or assessments
- When a pupil's attendance has previously been below 90%
- During the month of September as it is unsettling for a child or young person to miss the start of the school year.
- Family Holidays

If parents or carers take their child out of school without permission, their child's absence will be recorded as unauthorised in the class register.

When a child's attendance reaches 90% or below; parents/carers will be invited into school to discuss reasons for the low attendance. During the meeting we will discuss ways in which improvements can be made.

Please note: Children whose attendance falls below 85% including ten sessions of unauthorised absences will be referred to our Area Attendance Team. This will happen when communications and discussions with parents/carers have made no improvement to a child's attendance. If no improvement is seen after intervention from the Area Attendance Team, parent/carers could face prosecution through a court of law. <u>It is a legal requirement to ensure that your child/children attend school regularly.</u>

Children's attendance is monitored closely in school and we will contact you if we have any concerns.

The more time your child misses from school, the **more learning time is lost** and the **more difficult** it is for them to **catch up.**

We know that:

- A child who arrives **10 minutes late each day** loses **32.5 hours learning time** over a school year.
- **Half a day's absence per week** is equal to almost **4 weeks of missed lessons** during the school year.
- **Not all absences are for genuine illness**. Some children are taken shopping, visit relatives or are even allowed to take the day off as a birthday treat! **Remember your children do talk and often confirm their reasons for absence. Please do not ask your children to lie. If we receive conflicting information regarding a child's absence you may be contacted to supply evidence for the absence.**
- **Staying away from schoo**l can lead some children into **truancy.**
- It is important that children **arrive on time** as the first few minutes of the school day are used to inform children of what they will be doing during the day. **Arriving late can also cause children emotional distress.**

Attendance/Absence Table (Information supplied by Leeds City Council)

Attendance %	Absence per week/fortnight	Absence per year	Absence over 5 years
95%	½ day fortnightly	2 weeks	¼ year
90%	½ day weekly	4 weeks	½ year
85%	1 ½ day fortnightly	6 weeks	¾ year
80%	1 day weekly	8 weeks	1 year
75%	2 ½ days fortnightly	10 weeks	1 ¼ years
70%	1 ½ days weekly	12 weeks	1 ½ years
65%	3 ½ days fortnightly	14 weeks	1 ¾ years
60%	2 days weekly	16 weeks	2 years
55%	4 ½ days fortnightly	18 weeks	2 ¼ years
50%	2 ½ days weekly	20 weeks	2 ½ years

Please remember that if you have any queries, please don't hesitate to contact school on telephone 0113 3783040.