

Some strategies to improve punctuality

Bedtime routines

- Encourage children to pack their bag before going to bed, ready for the next day.
- Getting to bed earlier.
- Setting a time for a television, iPad, computer, mobile phone and other devices to be turned off.

Morning routines

- Setting the alarm for a time that allows all morning routines to be carried out without making them late.
- Having breakfast before leaving home, so there is no need to call in at the shop on the way to school.
- Encourage them to leave home at least five minutes earlier than they think they needs to.
- Meeting a reliable friend to walk to school with.
- Coming to school for breakfast club if available.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

Term time leave

Family holidays should **not** be taken during school time and there is no entitlement for parents/carers to take children away during term dates. Parents/carers should make every effort to ensure that term time and extended leave are arranged outside of school term time. Parents/carers may request a leave of absence during term time where there are exceptional circumstances.

Requests for leave of this type must be made in writing to the Headteacher (**at least 10 days in advance of the leave being taken**). In the case of unforeseen exceptional circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

It remains the Headteacher's decision whether to authorise any request for absence during term time.

Year 6 absences

Attendance during SATs week is essential in accordance with guidance from the Department for Education (DFE). The school cannot authorise any absence during SATs week including holidays or any other absences. Please ensure your child attends school every day during this important period (**MAY**)

Old Clee Primary Academy

*'Inspired to Believe,
Learning to Succeed'*



Attendance and Punctuality

The Role of Parents/Carers

Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

What is good attendance?

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
96-100%	Very Good	0-8	1
91 – 95%	Satisfactory	9.5-17	2-3
Below 90%	Persistent Absence	More than 19	More than 4

So what does 90% attendance actually mean?

90% attendance over a school year = ½ day absent every week!

It's your responsibility

Parents and carers have a legal duty to ensure that their children attend school regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their school experience. **Failure to do so is an offence under section 444(1) of the Education Act 1996.**

If a child is registered at a school, they must by law attend that school regularly and punctually. Children should only miss school if they are ill or unable to attend for some other unavoidable reason.

At Old Clee Primary Academy, we believe attendance is a shared responsibility, involving the whole academy community and local community. We will work with families to early identify the reasons for poor attendance and try to resolve any difficulties.

Reporting an absence

When children are absent it is important that parents/carers notify the school by 9.00am on the first day of absence, by either:

- Telephoning the school office tel: **01472 691887**. The office is open from 7.30am and before this time parents/carers can leave a message on the answer phone.
- Text – using our Teachers2Parents text system. Provide child's name and details of absence.
- Parentpay – provide child's name and details of absence.
- E-mail to contact@oldcleepa.co.uk – providing name of child, class and reason for absence.
- In person in the school office.

Authorised and Unauthorised absence

It is the responsibility of the Headteacher to authorise any child's absence from school. Therefore, absences will be treated as unauthorised until the school is satisfied that it should be authorised. ***Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.***

Absences that **may** be authorised, providing the school is satisfied with the reason given includes:

- I Illness*
- M Medical, doctor, dentist, optician, hospital appointment, psychologist**
- C Condoned absence – (agreed by the school) for families in exceptional circumstances of need

You may be required to provide medical evidence if your child/ren are absent and/or ill frequently; or for long periods of time.

Medical appointments should be made outside of school hours. When this is not possible, we ask that you notify the school office in advance if your child is attending an appointment of any kind. Children should be collected from and returned to the school office. You may be asked to provide evidence of appointments.

Reasons for absence that will **not** be authorised include:

- Getting up late.
- Parents'/carers' illness.
- Caring for younger siblings or other relatives.
- Attending appointments with relatives.
- Activities such as shopping, visits to relatives, birthday celebrations.
- Holidays which should be arranged outside of term times.

Arriving late

Persistent lateness disadvantages children, as they miss out on valuable teaching and learning time; lateness is also disruptive to pupils already involved in lessons.

Gates close at **8.45am - Key Stage 2**

8.45am - Foundation Stage, Key Stage 1

It is the responsibility of parents/carers to ensure children arrive at school on time. If your child is persistently late you may be invited in for a meeting to discuss this, or you may be issued with a penalty notice.

5 minutes late every day adds up to:	3 days of school missed per year
15 minutes late every day adds up to:	2 weeks of school missed per year
30 minutes late every day adds up to:	19 days of school missed per year

If parents/carers arrive and the gates are closed, they are **late**. Parents/Carers must:

- Go to the office and sign in their child/ren. A note will be made of the time and reason for lateness.

The Register closes at 9.05am – For all pupils in Foundation Stage, Key Stage 1 and Key Stage 2.

If a child arrives after the close of register, they are given a mark "U" for health and safety reasons, but they are regarded by law as being absent. If a child persistently arrives after the close of register the matter will be referred to the Attendance Support Officer or the Education Welfare Officer.