



**Osborne**  
Co-operative Academy Trust



# Thameside Primary School Attendance Procedure

Guidance for parents and carers

**Last reviewed:**  
**Next review date:**

# Our Expectation

We work hard at Thameside Primary School to encourage good attendance and punctuality and expect every pupil to achieve at least 96% attendance in accordance with Government guidelines. Please remember that if your child is registered at school you have a legal responsibility to see that your child attends school regularly and punctually.

**Why does your child need to achieve an attendance target of 96% or above?**



**A regular attender at school is more likely to develop essential life skills such as:**

- ❖ Achieving more academically and keeping up with work more easily
- ❖ Feeling happier and gaining in confidence
- ❖ Developing well socially and finding it easier to make and keep friends
- ❖ Establishing good educational habits and routines at an early age
- ❖ Being able to make a positive contribution to school life in general
- ❖ Feeling safe and settled with the routine of school life.



**We strongly encourage good attendance and punctuality and closely monitor attendance rates, seeking ways to continually improve the attendance of our pupils. We do this through the following ways;**

**Rewards:**

We reward good attendance by:

- Awarding 'Attendance Race' winners to the EYFS, KS1, lower KS2 and upper KS2 class who achieve the highest attendance across the week.
- The winning classes are announced in assembly and their class logo is moved along the whole school display boards, located in both assembly halls
- Class scores are collected across the academic year and all pupils in the winning classes are given an end of term treat
- Children achieving 98% attendance and above at the end of the year are presented in assembly with a certificate and all names are entered into a KS1/KS2 prize draw

**Monitoring:**

If you know your child will be absent on any occasion, please notify the school office before 9am daily. Our Attendance Officer, Mr Wilson, monitors attendance and punctuality on a daily basis by telephone/text/email or, if appropriate a home visit. We follow a 3 stage process when a child's attendance falls below 90%. An attendance of 90% means your child has missed 19 days of schooling which will be difficult for them to make up.

**Stage 1**

If attendance falls below 90% a letter is sent to parent/carer reminding them of the importance of regular and punctual attendance.

## Stage 2

If there is no improvement in attendance/punctuality, further contact is made with the parent by the Attendance Officer. A home visit may also be undertaken, if appropriate.

## Stage 3

A letter is sent home to parent/carer, inviting them into school to an attendance panel with a senior member of the school staff to help improve attendance/punctuality. Attendance/punctuality targets will be set at this stage, and will be closely monitored and followed up if necessary.

You will be advised of your child's attendance at our termly Parent Consultation Evenings. If you have any questions or queries regarding attendance throughout the year, please do not hesitate to contact Mr Wilson, who will be happy to help.

## Authorised Absences

We will authorise absences for:

- Infectious diseases
- Vomiting *Please note that in accordance with Government guidelines, children with these complaints must be kept off school for at least 48 hours*
- Diarrhoea *As above*
- Throat or chest infections

We understand that there are times when children are clearly not well enough to be in school. However, there are also many times when they are kept off with minor illnesses, such as mild stomach ache, headache, coughs and sniffles, when they could have coped in school. **If you are in doubt, please send your child into school** while informing the class teacher or the school office so we can monitor them throughout the day.

There are qualified paediatric first aiders in school. Should your child need to take medicine, this can be administered in school with your signed consent. The form is on the school website or can be obtained from the school office

If your child is too unwell to remain in school, of course, we will contact you.

## **Other authorised absences:**

There are a number of other reasons when you may feel that you need to keep your children at home. However, only a handful of these reasons are likely to be authorised absences. These may include:

- A hospital or emergency appointment (we expect all other medical appointments be made outside of the school day)
- An unexpected family emergency
- A religious observance

Confirmation of the above in the form of appointment cards, letters etc will be required.

## **Unauthorised Absences**

### **Term Time Absence**

If you are planning to take your child out of school during term time, please complete a form in advance of the absence. The form is available on the school website or from the school office. Please note that we will not authorise term time holidays or visits abroad. Special circumstances will be considered but the Headteacher's decision is final. If you are poorly and cannot get your child to school please try to find a friend or relative who can help you out.

### **Penalty Notices**

With effect from September 2013 the school may issue Penalty Notices for unauthorised term time leave. Currently the fine is set at £120 (or £60 if paid within 21 days) If the fine remains unpaid after 28 days the Local Authority will prosecute for the offence to which the notice applies, with the exception of very limited circumstances when the notice may be withdrawn. ***Please note that penalty notices are issued for each child and to both parents/carers***

## **Other Unauthorised Absence**

Your child should not be absent if:

- The weather is bad
- They had a late night
- It is their birthday
- You have family visiting
- You need to go shopping

For more information please refer to the Trust Attendance Policy.

## **Monitoring Punctuality**



Getting to school on time is very important. The school days begins at 8.50am for all pupils except for our morning Nursery group and pupils based in the Alternative Provision. If your child arrives after 9.00am he/she will be marked late. It is important that your child registers at the school office if they are late to ensure they receive their mark and that their dinner choice is recorded. Children arriving after 9.00am will be marked as an ‘unauthorised late’ and the school is able to prosecute using these marks. Arriving late on a regular basis has a negative impact on your child’s learning. As well as feeling embarrassed in having to join a class late, the vital first input of a lesson can be missed which has a knock-on effect for the teacher and the rest of the class.

## **Attendance Target**

As a school we have set a target of 96% attendance for this year and by working together, we feel we can achieve this target for all our pupils.

***If you have any questions or difficulties with school attendance please contact Mr Wilson, our Attendance Officer.***