



STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL
SNITTERFIELD PRIMARY SCHOOL
WILMCOTE C OF E PRIMARY SCHOOL

Small schools, big ambitions...

ATTENDANCE – POLICY ON A PAGE FOR PARENTS September 2023

*****This is a summary of our federation policy – please do read the full document for additional detail*****

KEY MESSAGE 1: Regular attendance at school means that children are more likely to achieve well and make good progress.

Our schools have high expectations for excellent attendance for all our pupils and are committed to our ethos which values attendance. We believe that working in a positive partnership with parents is key to achieving this aim.

KEY MESSAGE 2: Promoting excellent attendance is everyone's responsibility.

Parents and Families will:

- Help children to arrive on time at school every day, ready to learn, and with the right equipment
- Ensure that children attend school every day unless they are too ill
- Talk to the school if there are barriers to good attendance and work with the school to make improvements

KEY MESSAGE 3: Being on time for school is really important.

We concentrate on the key skills such as literacy and numeracy at the beginning of the school day and children who arrive late can miss important learning.

Schools are open from 8.45am and finish at 3.15pm.

KEY MESSAGE 4: By law we have to record all pupil absences and the reasons for absence. This includes whether any absences are authorised or unauthorised.

We keep an attendance register which is taken at the start of the morning and afternoon sessions. This also has to record whether a child's absence has been authorised by the school.

- Parents please report absence by 9am each day giving a reason. We will call you if your child is not in school but we have had no contact.
- Once your child starts to feel better they should return to school. Schools are able to administer medication in school – parents will need to complete a permission form.
- In cases of longer-term health issues which may affect attendance we will need to complete a care plan with input from medical professionals.
- Routine dental and medical appointments should be made outside school hours where possible.

KEY MESSAGE 5: Any absences on school days which are not due to illness are a Leave of Absence and should be applied for at least 4 weeks in advance.

Parents MUST complete a Leave of Absence form for all absences that are not health-related. Leave of Absence requests for holidays are unlikely to be authorised and will be marked as such on the school attendance registers.

Absences not requested in advance will always be unauthorised.

KEY MESSAGE 6: We expect all our children to have good or outstanding attendance across the school year.

Where a child's attendance or punctuality starts to cause concern, we will instigate the following procedures:

98-100%	Excellent Children are accessing all learning opportunities. 0-4 days absent over the year.	Praise and rewards in class.
95-97%	Good Very few learning opportunities are missed. 5-9 days absent over the year	Class teachers have informal conversations with parents and children (if appropriate). Praise and reward for improved attendance.
92-94%	Causing concern Risk of underachievement. Up to 10 school days absent over the year.	Letter from school expressing concern and offering support to families. Monitor moving forwards.
90-91%	Poor attendance High risk of underachievement Up to 15 school days absent over the year.	If no improvement, school will write to invite families to attend a meeting. School will instigate formal support, which may be an Early Help assessment.
85-90%	Persistent absence Severe risk of underachievement Up to 19 school days absent over the year.	If no improvement, school will start a formal 6 week Attendance Action Plan.
<85%	Chronic absence Achievement severely affected by high absence. Upwards of 22 school days absent over the year.	If no improvement, school will make a referral to the Local Authority to issue a Fixed Penalty Notice.