



Studlands Rise First School
First Steps on the Learning Journey

Agreed: November 2016
Review date: November 2019

ATTENDANCE A Guide For Parents

If you are having difficulties ensuring that your child attends school regularly and punctually, you should talk directly to the staff at the school. Do this sooner rather than later! We will do our best to help you.

Studlands Rise First School Attendance Policy

At Studlands Rise First School we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in our school community to maximise their learning. We know that good attendance habits set in place in the first schools will ensure good attendance further on in the three tier system. We aim to encourage excellent levels of attendance and punctuality, to enable all pupils to take full advantage of the educational opportunities available to them.

Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

The **School** will be expected to:

- Provide a safe learning environment;
- Ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis;
- Follow up all instances of poor attendance and punctuality.

The **Parents** will be expected to:

- Ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn;
- Inform our office manager before 9.30 a.m on the first day of absence, of the reason for their child's absence from school;
- Maintain regular communication with school staff where necessary;
- Ensure that the school is informed of any changes of contact details.

The **Pupils** will be expected to:

- Attend school and all of their lessons regularly and punctually;
- Be ready to learn.

Doors Open

- At 8.40 am. Pupils may enter the building at that time. Pupils should not enter the school buildings before this time unless they have breakfast club or are attending one of our extra curricular clubs.

Registration

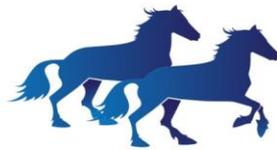
- Registers are called at 8.50 am and at 1.15 pm. Registers close at 9.00 am and at 1.20 pm. Registers are marked consistently by staff.
- Any pupil arriving after 9.00 am but before 9.10 am will be marked as 'late'.
- Any pupil arriving after 9.10 am will be marked as absent for the whole of the session.

Headteacher · Miss A Doke

Studlands Rise First School · Studlands Rise · Royston · Herts · SG8 9HB

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- For the afternoon session, any pupil arriving after 1.20 pm will be marked as absent for that session.
- Registers will be marked in accordance with DfES guidance.

Lateness

- Any pupil arriving after 9.00 am should report to the School Office to sign in.

Following up Lateness

- Parents whose children are regularly late for school will be contacted by the Head Teacher, who will work with the parent(s) to bring about an improvement in punctuality.

Absences

- Notification must be provided for all absences from school. This must be through communication with our office manager before 9.30 on the first day of absence. If no reason has been provided by 9.30 our office manager will contact the parents.
- Absences are authorised by the Head Teacher.
- The school may decide not to authorise absence, even when a reason is provided.
- The school will check up on any absences where a reason has not been notified.

Most absences, such as the following, are for good reasons and will generally be authorised by the school:

- sickness
- unavoidable medical or dental appointments (preferably parents should arrange appointments after school or during school holidays)
- days of religious observance
- exceptional family circumstances e.g. bereavement

Note it is the school – not the parent – which authorises an absence.

The following reasons will not be authorised unless there are exceptional circumstances:

- holidays
- day trips etc.
- looking after brothers, sisters or sick parents
- birthdays/family occasions

The headteacher, under The Educational (pupils Registration) regulations of 2006, is unable to grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child will be away from school if leave is granted.

At Studlands Rise School we expect parents to work with us to address attendance problems. If a pupil has at least 15 sessions (half day = 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the Headteacher may ask the LA to issue a Penalty Notice, as long as they have previously issued a warning letter to the parent. The penalty is £60 per parent if paid within 21 days of receipt of the notice, rising to £120 per parent if paid after 21 days but within 28 days. If the penalty is not paid the LA may prosecute the parents for their child's irregular attendance.

Leaving and returning to School during the School Day

- When pupils leave or return to school during the school day, a member of staff must be notified and pupils must be signed in/out at the office.

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- The School informs parents of times when they would be extremely ill-advised to take pupils out of school, e.g. during May when KS1 SATs take place.

Rewards

- A Marvellous Me badge is awarded at the end of each half term to children who have 100% attendance for that half term. At the end of the academic year, an 'outstanding achievement' certificate is awarded to children with 100% attendance and a 'special recognition' certificate is awarded to those children with attendance that is between 99 and 100% for the academic year.

Procedures for reducing absence rate

- Attendance data is monitored by the office manager and brought to the attention of the head teacher where action is required. The Head Teacher monitors individual attendance on a half termly basis and attendance of vulnerable groups on a termly basis.
- Attendance for the year is recorded on child's end of year written report to parents.
- After the first ten school weeks of the academic year, the following is in place:
 - **93%- 90%** attendance is discussed with child's parents by the class teacher and ways to improve attendance to be shared with parents and child.
 - **90-85%** Attendance letters are sent home by the head teacher to alert parents of poor attendance by the child and meetings arranged if necessary to support the child and parents to improve attendance.
 - **Below 85%** County attendance officer (AIO) or other suitable professionals involved, drawing up an action plan to improve a child's attendance.

Target Setting

- This school sets targets in accordance with Statutory Instrument 2005 No. 58 – The Education (School Attendance Targets) (England) Regulations 2005. The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school.

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