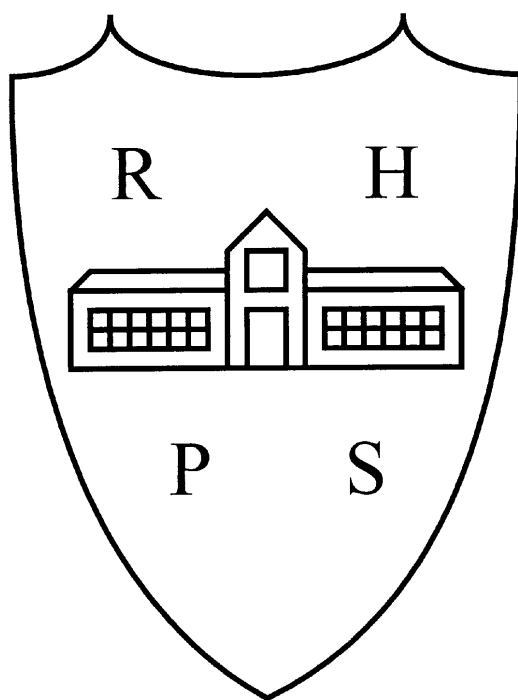


Rack House Primary School Attendance Policy Summary



If you would like to read the full
Attendance Policy, a copy is available on the
school website: www.rackhouseschool.org.uk

Revised 21 September 2015

We are so pleased that the vast majority of our children attend school everyday.

We know that the majority of our children only stay off school when they are genuinely ill.

This booklet helps you to see what happens when children start to have a lot of time off school.

If you are experiencing any issues that may affect your child's attendance, please let us know. Help, support and advice is always available in school.

Some Attendance and Punctuality Facts

- Every day counts as two sessions.
- Keeping children away from school without good reason is a criminal offence.
- Children with poor attendance often become the victims of bullying.
- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Your child's education is your child's future. Don't let them waste it!

Your child's attendance is monitored at the end of every week.

We send out the colour banded Attendance Reports at the end of each half term.



Our school day starts at
9.00am

We have two morning bells, please try to be in the playground for the first one at 8.55am. The second bell at 9.00am signals the start of the school day. If you arrive after this time your child will incur a "late mark" in the register.

A child who arrives in school after the close of the registers will be recorded on the school register as an "unauthorised absence".

To be included in our attendance rewards for 100% for a full half term, a child is allowed up to 3 late marks within that half term.

To be included in our attendance rewards for 100% for the whole year, a child is allowed up to 7 late marks within the school year.

When a pupil receives 5 "unauthorised absences" parents will receive an official **Fixed Term Penalty Warning Letter**. Any further "unauthorised absences" after this may result in a fine being issued or legal proceedings in the magistrates court.

Leave of Absence

New legislation was introduced in September 2013 regarding leave of absence during term time. Head teachers are no longer expected to approve any term time holidays.

In line with this new legislation, Rack House Primary School will not authorise holidays during term time and will request that the Local Authority issue a Penalty Notice to parents for taking their child on holiday during term time without consent from the school.

If you require your child to take “leave of absence” during term time, you will need to complete an “Application for leave of Absence Request” form. These are available on the school website and from the school office. The form should be completed and handed in to the main office at **least 2 weeks** before the “Leave of Absence” is due to begin.

You may be invited into school to discuss the reasons for your request. A letter from the Head teacher will tell you if your request has been authorised.

If your request is not granted and you continue with your plans, a Penalty Notice will be requested from the local authority. Details of this are included in the full attendance policy which is available on the school website and from the school office.

If you have previously been issued with a “Fixed Term Penalty Notice” in regard to unauthorised absence which you paid, any further unauthorised absence will result in a prosecution

LEAVE OF ABSENCE WILL ONLY BE AUTHORISED IN EXCEPTIONAL CIRCUMSTANCES

Are you aware that keeping your child off school for reasons such as his/her birthday, to buy new shoes, to go for a haircut etc. are not a valid reason for absence and are recorded as “unauthorised absences”?

Every school day counts!

Escalation of Intervention

Below is the colour banding for your child's attendance

95.5% and above

Your child's attendance is at or above the school target.

Well done –keep it up!

91-95.4%

Your child's attendance is below the school target. This is cause for concern and will be closely monitored.

Interventions and support may be put in place.

Fixed Term Penalty Notices may be issued.

Below 91%

Your child's attendance is now a major concern, other agencies may be involved and interventions will be in place.

Legal proceedings may follow.

Escalation of Intervention

If your child is in the **GREEN** band - **95.5%** and above, they will be praised in school by all staff, receive stickers, certificates and rewards on a regular basis.

When your child's attendance drops below **95.5%** and into the **AMBER** band we will send you a letter of concern and closely monitor their attendance until they are back in the green band. If there is no improvement in your child's attendance you will be required to attend a meeting in school.

At this level of attendance, absence for illness will not be authorised without medical evidence.

You will be sent a **Fixed term Penalty Notice Warning Letter** if your child incurs (or is likely to in the case of unauthorised leave of absence) more than 5 "unauthorised" sessions of absence.

You may be issued with a
**Fixed Term Penalty Notice
and/or the case passed to the city solicitors
for prosecution in the magistrate's court.**

A Penalty Notice incurs a fine of £60 to be paid within 21 days, which is increased to £120 if paid within 28 days of the notice being served. Failure to pay a penalty notice may result in further statutory action being taken against you.

If your child's attendance drops below **91%** and into the **RED** band you may be issued with a
Fixed Term Penalty Notice and/or the case passed to the city solicitors for prosecution in the magistrate's court.

Full details of Fixed Term Penalty Notices are included in the full attendance policy which is available on the school website and from the school office.

Persistent Absence

When your child's attendance drops below 90% they are considered a "Persistent Absentee" by the Local Authority.

We would hope that we have worked together with you and your child to improve their attendance before his/her attendance drops to this.

This level of attendance is seen as very serious and lots of agencies, interventions and strategies may be in place to support you and your child. This may include legal proceedings.

Below is a table of the number of absences that determine when a child is classed as a "PA".

Half term	Absences
1	11+
2	22+
3	31+
4	40+
5	46+
6	57+

Please come and talk to us in confidence, if you are concerned about your child's attendance and any issues that may be preventing your child from attending school regularly.

In support of our Attendance Policy we would ask all parents to:

- encourage routines at home e.g. bedtime, getting up on time doing homework, preparing school bags etc. the night before
- talk to your child about school and what goes on there
- take a positive interest in your child's school work and their progress
- talk to your child about the importance of regular attendance at school
- encourage your child to look to the future and have aspirations
- if your child is absent, contact the school to let them know the reason why - this should be done before 9.30am

THIS IS YOUR LEGAL RESPONSIBILITY!

- try to avoid making dentist and doctors appointments during school hours
- ask the school for help if your child is experiencing any difficulties
- inform the school of any changes that may impact on your child's attendance
- support us - take every opportunity to get involved in your child's education; form a positive relationship with school and acknowledge the importance of children receiving the same messages from both home and school
- do not keep your child off school to go shopping, to help out at home or to look after other members of the family
- Avoid your child taking "Leave of absence from school" during term-time.

It is your legal responsibility to ensure your child attends school regularly.

Help is always available in school if you have issues around your child's attendance, please talk to us.

Illness and Medical Appointments



Illness: If your child is unable to attend school due to illness, it is your responsibility to inform the school as soon as possible on the first day of absence.

Medical/Dental Appointments: Please try to make medical and dental appointments outside of the school day wherever possible.

Where this is not possible, pupils should attend school before or after the appointment time.

If the school is not given a valid reason for absence the session will be marked as an unauthorised absence.

Medical evidence can be requested by school for any or all absences.

Do you know.....

The UN Convention Rights of a Child states that children have a right to a free education

They only have one chance at primary school.

There are 190 days in a school year.
This is 380 sessions –morning and afternoon.

EVERY SCHOOL SESSION COUNTS!!!

As a parent you are legally responsible for ensuring your child attends school regularly.

It doesn't matter if absences are authorised or unauthorised, they still represent time lost in the classroom and a lost opportunity to learn.

SCHOOL YEAR 2015 – 2016

SCHOOL YEAR 2015 – 2016						
	Bank Holiday					
	School Closure					
	Teacher Training					
2015	Mon	Tues	Wed	Thurs	Fri	
Sept		1	2	3	4	AUTUMN OPEN
	7	8	9	10	11	37 Pupil Days School Meal Price £81.40
	14	15	16	17	18	
	21	22	23	24	25	
Oct	28	29	30	1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	AUTUMN HALF TERM
Nov	2	3	4	5	6	34 Pupil Days School Meal Price £74.80
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
Dec	30	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	AUTUMN CLOSE
2016 Jan	28	29	30	31	1	30 Pupil Days School Meal Price £66.00
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
Feb	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	SPRING HALF TERM
	22	23	24	25	26	28 Pupil Days School Meal Price £61.60
March	29	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
April	28	29	30	31	1	
	4	5	6	7	8	
	18	19	20	21	22	27 Pupil Days School Meal Price £59.40
	25	26	27	28	29	
May	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31	1	2	3	
June	6	7	8	9	10	34 Pupil Days School Meal Price £74.80
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	1	
July	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	