

# Temple Meadow Primary School



Temple Meadow  
Primary School

Growing together, learning together

## Attendance Policy

### **Safeguarding Policy Statement**

*This policy is part of the wider umbrella of Keeping Children Safe in Education - and Temple Meadow's Safeguarding and Child Protection Policy.*

**Policy Ownership: (Deputy Headteacher & School Business Manager)**

To SLT:	Sept 2023
To Staff:	Sept 2023
To Governors:	Sept 2023
Document Live date:	Sept 2023
Updates:	<a href="#">Amendments Sept 2023</a>
Next Review Date:	<b>Sept 2024</b>

## ATTENDANCE POLICY

### Temple Meadow Primary School

#### Introduction

We are a good school and we aim to create an environment which enables and encourages all members of our school community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day that the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

#### Key people responsible for attendance matters at Temple Meadow

Local Authority: [School Attendance Support Services](#)

Headteacher: Ms C Walsh

Deputy Headteacher: Miss Dale

Pastoral Support Keyworkers: Ms Daniels, Mrs Blount and Mrs Sprigg

School Office: Mrs Pritchard and Mr Hayward

School Business Manager: Mr Maton-Collingbourne

#### Legal Framework:

This policy has due regard to the following legislation and guidance, including, but not limited to:

- Keeping Children Safe in Education 2023
- The Education Act 1996
- The Equality Act 2010
- The Education (pupil Registration) (England) Regulations 2006
- DfE School Attendance 2019
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- Opportunity for all: strong schools with great teachers for your child (2022)
- Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities (2022)

#### Why regular attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

#### Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Share our attendance leaflet regularly. (See appendix 4)
- Report to you on your child's class attendance and the school's overall attendance, in the regular newsletter.
- Reward good attendance through certificates and outings/events at the end of every term.
- Reward parents by entering them into a prize draw if their child has 100% attendance.

## Understanding types of absence

Every half-day absence from school must be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for an appropriate reason such as illness, medical/dental appointments that unavoidably fall in school time and where parents provide medical evidence, emergencies or other unavoidable cause. (See Appendix 3 for codes).

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings.

This includes, but is not exclusive to:

- Parents/Carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is not appropriate to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

## Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil becomes a ‘persistent absentee’ when they miss 10% or more schooling across the school year for whatever reason (attendance below 90%). When attendance falls below 70% this is classed as Severe Absenteeism. Absence at these levels does considerable damage to any child’s educational prospects and we need the fullest support and co-operation from parents and carers to tackle this.

We monitor all absences thoroughly. If your child is in danger of being or is a persistent absentee you will have been informed as attendance has dropped over time. PA pupils are tracked and monitored carefully through our attendance management system and we also combine this with academic mentoring where absence affects attainment.

PA and SA pupils and their parents may be subject to a meeting with Senior staff and/or the Headteacher to discuss absence issues with them. For PA and SA cases we may seek advice and support from School Attendance Support Services. We may also seek support when a child has a pattern of unauthorised lateness.

## Absence Procedures

If your child is absent, you must:

- **Always contact us as soon as possible on the everyday of absence; on 01384 569021 (talk to the admin team or leave a message on the answer phone)**
- **Or, you can call into school and report your child’s absence to the school office.**

You may choose to send a note on the first day they return with an explanation of the absence.

**If your child is absent from school, as part of our safeguarding practice we will telephone or text you on the first day of absence if we have not heard from you. We have a duty to investigate unexplained absences.**

***If your child’s attendance begins to cause concern, you will be notified in writing. In many cases, attendance improves as a result of this communication; however, additional absences may result in further action, including meeting with the***

**Headteacher. You may also receive a reason for absence letter, providing parents with an additional opportunity to state reasons for their children's unexplained absence.**

### Contact Details

There are times when we need to contact parents about lots of things, including absence, so we need to always have your contact numbers. As part of Keeping Children Safe in Education, it is recommended that schools hold two current contact numbers for every child.

### Attendance support

365 days in a year	175 non school days per year to spend with family and friends, on holiday, shopping, appointments, housework, days out.					
	190 days of education	5 days absence	10 days absence	29 days absence (5 weeks and 4 days)	38 days absence (7 weeks and 3 days)	
		185 days of education	180 days of education	161 days of education	152 days of education	47 days absence (9 weeks and 2 days)
						143 days of education
	100% Excellent	97% Good	95% Satisfactory	85% Very poor	80% Unacceptable	75% Unacceptable
	Best chance of success		Less chance of successes		Not fair on your child	
	Gets your child off to a flying start.		Makes it harder for your child to achieve well and make progress.		Could face penalty notices and court action!	

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you.
- If we are unable to make contact with you, we may conduct a safe and well home visit.
- If we do not receive a reason for your child's absence, you will also receive a 'Reason For Absence' letter, providing parents with an additional opportunity to provide reasons for their children's unexplained absence.

### Supporting Attendance

Each week, the Attendance team meets to review individual pupil attendance. When attendance falls below our school target of 96%, this will initiate our attendance support process.

Attendance	Support Process
90-96%	Universal whole school approach to attendance. School will work with the family to improve attendance. This will include letters to parents/carers to make you aware of your child's attendance.
70-90% (Persistent Absence)	School will continue to send letters to advise of the attendance concerns. School must consider Early Help (single agency) options including children's centres, school nursing, inclusion support and police etc. If there is no improvement following letters being sent, a meeting will be held with between the parents/carers and school to discuss support strategies and next steps. You will be made aware of the potential for legal proceedings.

<b>50-70%</b> (Severe Absence)	Where attendance concerns remain, an Early Help Assessment should be completed. If consent/co-operation is withheld by parent(s), intervention by School Attendance Support Services may be appropriate.
<b>0-50%</b>	This triggers school to consider 'Education Neglect' including the possibility of an Education Supervision Order via the Family Court.

### Role of the School Attendance Support Services Officer (SASSO)

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer your child to [School Attendance Support Services](#) within the Local Authority. If your child's attendance fails to improve and unauthorised absences persist, the School Attendance Support Services Officer can use sanctions such as Penalty Notices or prosecution in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the Local Authority.

Alternatively, parents may wish to contact [School Attendance Support Services](#) themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.

### Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage further absence.

Year group	Drop off time	Registers close	Arriving Late
Reception – Year 6 Morning and 30-hour Nursery	8:45am	8:55am	If your child arrives after the doors have closed at 8:55am, parents are responsible for signing their child in at the school office. At this point parents are asked to state the reason for lateness.
			Children arriving between 8:55am and 9:30am are recorded as Late but children arriving after 9:30am are unauthorised late and are marked with a U.
Nursery PM	12:30pm	12:35pm	If your child arrives after the doors have closed at 12:35pm, parents are responsible for signing their child in at the school office. At this point parents are asked to state the reason for lateness.

Class teachers close their registers at 9am. If your child's lateness persists (after 9am), you will be contacted to discuss the concerns. Lateness can result in a referral to Attendance Services.

When we are concerned regarding the level of unauthorised lates, Pastoral Support Keyworkers will be involved with families to tackle this via Home Visits to discuss strategies such as routine changes to get children to school on time.

In addition, if your child has a persistent late record you will be asked to meet with the Headteacher and/or senior staff/and or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Persistent lateness has a significant impact on missed learning opportunities.

5 minutes late each day	3 ½ days missed over the year
10 minutes late each day	7 days missed over the year

15 minutes late each day	10 days missed over the year
20 minutes late each day	14 days missed over the year

### Application for Leave of Absence in Term Time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in term time.

Head teachers **may not grant leave of absence during term time unless there are exceptional circumstances**. Exceptional circumstances do not include family holidays, visiting relatives or friends, attending events, looking after family members, birthdays, shopping etc.

Examples of exceptional circumstances where leave may be granted in term time – evidence may be requested (Authorised)	Examples of circumstances NOT considered as exceptional (Unauthorised)
<ul style="list-style-type: none"> <li>• Funeral of a parent, grandparent or sibling</li> <li>• Sudden loss of housing</li> <li>• Out of school programs such as Music, Arts or Sports operating at a high standard of achievement</li> <li>• Weddings of parents and siblings (1 day)</li> <li>• Religious observance (1 day only)</li> </ul>	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Holidays during term time (U.K. or abroad)</li> <li>• Trips to visit a sick relative or family event</li> <li>• Pilgrimages by parents. These are rare but can result in children being away from school for significant periods of time (at least 5 days).</li> <li>• Birthdays</li> <li>• Looking after family members</li> <li>• Childcare solutions</li> </ul>

All parents who are considering taking their child out of school must first complete a Leave of Absence request form (see appendix 1). This must be completed by the parent [that the child resides with](#). The form will be reviewed by the Headteacher and/or Deputy Headteacher. Leave of Absence requests will only be authorised for exceptional circumstances. A letter will be sent to each parent for each child confirming the intended absence dates, whether the absence will be authorised or not and where unauthorised, that it may result in the issue of a Penalty Notice. Letters will be sent within five working days of the receipt of the Leave of Absence form.

If the absence is unauthorised but still taken, we will ask the [School Attendance Support Service](#) to issue a Penalty Notice to [both parents, and any stepparents that the child resides with](#), for an unauthorised leave of absence. A Penalty Notice of £60 (per parent, per child) maybe issued by first class post. If this is not paid within 21 days the penalty payment rises to £120 (per parent, per child) which must be paid within 28 days. If the notice has not been paid in full by 28 days of receipt, the council will proceed to prosecution for the offence ("failure to ensure regular attendance" at school). See Appendix 2.

It is important that parents are aware that under unavoidable circumstances where families take longer lengths of leave (20 school days) we reserve the right to remove children from our roll. The Department for Education have confirmed 'a student may only be removed from roll after 20 days of consecutive absence, if the whereabouts of that student is unknown. If the whereabouts are known, then the school should deal with the situation as unauthorised absence'.

Where a leave of absence is taken without a Leave of Request form being completed, this will be unauthorised. In these circumstances the standard absence procedures will be followed (see above). On return to school, the parent(s) will have the opportunity to provide evidence for exceptional circumstances. If evidence cannot be provided, the absence will remain unauthorised. A letter will be sent to each parent for each child to notify you of this and that we will ask the [School Attendance Support Service](#) to issue a Penalty Notice to you for an unauthorised leave of absence. A penalty notice of £60 (per parent, per child) maybe issued by first class post. If this is not paid within 21 days the penalty payment rises to £120 (per parent, per child) which must be paid within 28 days. If the notice has not been paid in full by 28 days of receipt, the council will proceed to prosecution for the offence ("failure to ensure regular attendance" at school). See Appendix 2.

### **Medical conditions**

It is always a parent's responsibility to provide medical evidence from an appropriate medical professional regarding school absence due to long term medical conditions. If a parent believes their child should be absent from school linked to infection control, these factors and or situations should be clearly outlined for school by the medical practitioner.

Where a child has an ongoing medical condition and there is medical evidence from a Consultant/medical practitioner that the child has not been fit enough to attend school for at least 15 school days or more (these do not have to be continuous days), the school should support the child via a referral to the Albright Education Centre/A Registered provider for pupils who are unable to leave home because of ill health.

### **Religious observances**

It is really important that your child attends school regularly. As a school we understand that there are religious festivals that are celebrated throughout the year. We will only authorise 1 day for religious observances during each festival. We record this as code R (this will count to overall attendance percentage). At times, school may need to seek confirmation of the day set for religious observance by a parent's religious body; in this instance school will invite parents to provide a letter from their place of worship.

### **Revision Leave**

In some circumstances, parents may request two authorised days of study leave to enable the child to revise for transition related exams. This does not include SATs.

### **Modified Timetables**

In some exceptional circumstances, there may be a need for a temporary part-time timetable to meet an individual's pupil needs. This would be agreed through a meeting between the Headteacher and the parent(s) and the details confirmed in writing, including a review date. Any changes to the modified timetable will always be communicated with the parent(s) through meetings and written communications.

### **Inclement weather**

The school follows the Sandwell Safeguarding Policy on Emergency Closures regarding absences due to inclement weather. In summary, if the school closes completely, all pupils will be marked as Y (forced or partial closure).

### **School targets, projects and special initiatives**

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for our school is **96%** and we will keep you updated regularly about our overall attendance performance.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our School newsletter and we ask for your full support.

Temple Meadow Primary School is committed to Safeguarding children and fully meets all expectations set out in Keeping Children Safe in Education. Children **Absent from** Education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children **Absent from** Education are at significant risk of underachieving, being victim of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life. Temple Meadow is committed to effective information sharing between parents, schools and local authorities which is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.



At the end of each term, we reward pupils with good attendance and those whose attendance has improved significantly. We reward the following attendance:

- 100% attendance for the term – termly reward consisting of a certificate, pencil, sticker and an out of class treat such as a movie or additional play time. Each pupil is added to a prize draw for the chance to win an Art set. There is a prize for Early Years Key Stage 1 and a prize for Key Stage 2.
- 100% attendance for the year – annual certificate. Pupils also receive all the rewards outlined above for 100% attendance for the term.
- Good attendance – each term pupils whose attendance is >96% receive a certificate to acknowledge positive attendance.
- Most improved attendance – each term, the child whose attendance has improved the most in each year group receives a certificate and a trophy to take home. At the end of the year, all the winners are entered into a prize draw for their parent/carer to win a shopping voucher. The trophies are returned to school after a term and re-awarded.

Throughout the year, we acknowledge improved attendance for key families and pupils whereby additional support has been provided in regards to attendance. This is done through parent conversations and letters.

### **Transition between schools**

#### Outgoing Pupils:

When a parent is considering a school move, they must complete a Transfer Request form, these can be requested at the school office. Temple Meadow will always notify the Local Authority when we have been advised that a pupil is changing schools and has completed the transfer process. As part of this transfer, Temple Meadow will always contact the receiving school to ensure they are aware of any safeguarding or attendance concerns. Pupil information will be shared via a CTF (common transfer file). If a pupil does not return to school without appropriate notification, we have a duty to make reasonable enquiries to establish the whereabouts of the child. This will include working alongside the local and other authorities to send correspondents to the known address, contact relatives, conduct home visits and speak to neighbours.

#### Incoming Pupils:

As a trust school we adopt the Sandwell Local Authority Admissions Policy; we therefore have a duty to notify the Local Authority within 5 days of adding a pupil's name to the admission register. As part of our commitment to safeguarding we would always seek up to date pupil information from the previous school.

### **Request to Home Education**

Parents have a duty to ensure their children of compulsory school age are receiving a suitable full-time education. Some parents may elect to educate their children at home and may withdraw their children from school at any time. At Temple Meadow we would always expect parents to attend a meeting with the Headteacher if they were considering home schooling. Parents are asked to complete a 'Request to Home Educate' form which will aid the discussion between parents and the school. Following these discussions, if a parent still feels that this is the best option for their child, Temple Meadow has a duty to inform the Local Authority. Once the Local Authority have made the relevant checks re: the home provision Temple Meadow will remove the children from our register. Children with an Education, Health and Care Plan can still be home educated but the local Authority have a duty to continue to review the EHCP annually to ensure that the provision continues to be appropriate for the child and their needs are being met.

### **Suspensions**

Temple Meadow is responsible for arranging full time education for suspended pupils from the sixth day of a fixed period suspension.

### **Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to support their child's good attendance. All school staff are committed to working with parents and pupils as the most effective way to achieve overall good attendance for every pupil.



## Appendix 1

September 2022



## Schools Attendance Support Service Leave of Absence Request

Before completing this form, please read the  
Leave of Absence Request – Guidance Notes : Section 1 for Parent/Carers

### Section A: Student's Details

**All sections must be fully completed – ONE APPLICATION PER STUDENT**

School:			
Student's Name:		Date of Birth	/ /
Student's Address:		Telephone No.	
		Mobile Tel No.	
		Post Code	

### Section B: Reason for Leave of Absence

I would like to request a Leave of Absence for the above-named student:

First date of Absence from school	/ /	Returning to school on	/ /
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Head teachers can only authorise a Leave of Absence if they consider that the detail and information you provide constitutes an **exceptional circumstance**. You **MUST** provide **all the details and information** you would want the Head teacher to consider in deciding if your request can be granted.


By signing this application, I understand and agree the following:

1. That I have read the Leave of Absence Request Guidance Notes and that if I take my child on an Unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice (a fine of up to £120 in respect of each child and each Parent/Carer) and/or be subject to further legal proceedings in the Magistrates Court).
2. That I am a Parent/Carer with whom the student 'normally resides'.
3. That I understand it is the Head teacher's decision as to what is and what is not an "exceptional circumstance" and I should discuss any questions I have regarding the decision made by the Head Teacher prior to the absence starting.

Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Parent/Carer Applicant SIGNATURE		Date of Application	/ /
Relationship to student			

Please turn over for Section C

**Section C: Additional Parent/Carer(s) with Parental Responsibility**

You must enter the names/dates of birth and address details of every **ADDITIONAL** adult who holds Parental Responsibility and/or care of your child.

Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
	Post Code		
Relationship to student			
Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
	Post Code		
Relationship to student			

**For School Use ONLY**

Request form Received	Date	/ /	Checked as complete Name of school staff:	Y/N
Information corresponds with school records & Data collection sheet included	Y/N		Head teacher's review	Date / /
Outcome: Agreed / Declined	/ /		Applicant advised of outcome	Date / /
How applicant was advised of outcome (i.e. verbally, by letter, by telephone) School staff may need to provide evidence of the above should Court proceedings follow.				

**School's Request for Penalty Notice**

I have read the Leave of Absence Request – Guidance Notes and understand that once requested and issued a Penalty Notice cannot be withdrawn other than in the circumstances detailed.				<input type="checkbox"/>
Agreed by Head teacher	Date	/ /		
Referral to Schools Attendance Support Service	Date	/ /		
Referrer Name			Position in School	
Have you attached a copy of the student's Attendance Summary/Certificate	Yes	<input type="checkbox"/>		
Have you attached a copy of the decline letter sent to Parent/Carer(s)?	Yes	<input type="checkbox"/>		

You do not need to complete a Legal Intervention Referral if all the above details are provided. A Leave of Absence referral can be accepted when you use MOVEit together with a fully completed Leave of Absence Request form, a copy of the school's decline letter to parents/carers (or confirm agreement to provide a Section 9 Witness Statement) and the student's Attendance Summary/Certificate.

Please send your completed form via MOVEit  
T3335595\_AS\_SCHOOLNAMELOA-CHILDINITIALS

## Appendix 2

### Legal Action Information for Parents

**Section 23(1) Anti-Social Behaviour Act 2007:**

Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days, the amount rises to £120.
- If not paid within 28 days, the Local Authority may prosecute under Section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

**Section 444(1) Education Act 1996:**

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

- The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or impose a Parenting Order.

**Section 444(1A) Education Act 1996:**

"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."

- The court can fine you up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

**Please note that:**

- Penalties and prosecutions are in respect of each parent for each child.
- "Parent" includes any person who is not a parent but who has parental responsibility for the child or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**

**How does your child compare?**

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

**Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.**

## Appendix 3

Code	Description	Lesson
\	Present (PM)	\
B	Educated off site (not Dual reg.)	B
C	Other authorised circumstances	C
D	Dual registration	D
E	Excluded	E
G	Family holiday (not agreed)	G
H	Family holiday (agreed)	H
I	Illness	I
J	Interview	J
L	Late (before registers closed)	L
M	Medical/Dental appointments	M
N	No reason yet provided for absence	N
O	Unauthorised Abs	O
P	Approved sporting activity	P
R	Religious observance	R
S	Study leave	S
T	Traveller absence	T
U	Late (after registers closed)	U
V	Educational visit or trip	V
W	Work Experience	W
Y	Unable to attend due to exceptional circumstances	Y
X	Non-compulsory school age or COVID-19 related	X
-	All should attend / No mark recorded	-



## Appendix 4

### What does the law say?

By law, all children of compulsory school age (5 years old) must get a suitable, full time education. As a parent, you are responsible for making sure this happens. If your child fails to attend school regularly, the Local Authority may take legal action against you. The Local Authority is responsible for making sure that parents fulfil their responsibilities. As a school, we are responsible by law to report poor attendance to the Local Authority. As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, you run the risk of being issued with a penalty notice or being taken to court.



### What you can expect from us

We will strive to:

- Provide a safe and happy environment where children want to come to school every day
- Help support you with any barriers to good attendance
- Contact you either by text, letter, telephone or via a home visit to discuss attendance concerns and support you to ensure attendance improves
- Work with the children to obtain pupil voice.

## Raise your Attendance

## Raise your Chances



At Temple Meadow Primary School, we want the very best outcomes for all of our pupils and want them to have high aspirations for their future.

In order to achieve their full potential and have the best opportunities in adult life, it is important to understand that every day in school matters and we therefore build attendance education into our curriculum.



### Why is school attendance so important?

At Temple Meadow Primary school, we really value attendance and we know that our families do too. Most parents want their children to get the best out of life and have high aspirations for their futures. Children only get one chance at school and your child's chances of a successful future may be affected by not attending school regularly and on time. Being at school enables children to learn, to make friends, to gain important knowledge and to develop skills which will prepare them for adult life. They get to have fun, build self-resilience and confidence, experience new things and develop awareness of other cultures, religion and ethnicities.

A school year is just 190 days, leaving 175 days to spend with family, on holiday, shopping or attending those essential appointments.

### Punctuality

Children do not like being late to school. It can affect them in many ways; including being embarrassed to enter the classroom late; missing the input at the start of a lesson; can take them longer to establish routine and friendships and can lead to lower levels of overall attainment.

Did you know that by arriving to school late just 10 minutes each day equates to 7 days lost learning each year?

5 minutes late each day	3 1/2 days missed over the year
10 minutes late each day	7 days missed over the year
15 minutes late each day	10 days missed over the year
20 minutes late each day	14 days missed over the year

As a school, we aim to build an awareness that late arrival to school first and foremost has a massive impact on your child but also the office team and teaching across school. We do want parents/carers to take ownership and understand the things we do have an impact on others. We have therefore introduced a late arrivals waiting zone. If you arrive after the handover point and the doors have closed, you will be required to wait for a member of staff at the late arrival waiting zone located outside of the main school office.

### What can you do to help?

- Help your child to get ready for school the night before
- Set an alarm clock at a time that allows everyone to get up and get ready on time
- Establish good routines in the morning so your child is prepared for the day ahead and arrives to school on time
- Take an interest in your child's education, ask them about their day and provide plenty of praise and encouragement. They are more likely to attend school if they feel well supported and their anxieties are listened to
- Work with school and offer your support with initiatives such as signing your child's attendance contract
- If you suspect that your child is unhappy at school, contact us and ask to speak to one of the Pastoral Key Worker team who will be happy to help
- Only allow your child to stay at home if they are really unwell, if you are in any doubt bring them to school and we can always call you if they need to go home
- If your child is unwell, make sure you contact school to let us know
- No parents are allowed to take children on holiday during term time
- Make medical appointments outside of school time, where this is unavoidable bring your child back to school following their appointment
- Attend parents evenings and school events.



### The world is run by those who turn up

100% = attending school every day.  
95% = 2 weeks learning missed per year.

This is the expected level of attendance that all children should be aiming for. As a school, we want to work with our families so that all children can achieve between 95% and 100% attendance.

90% attendance = 4 weeks missed per year

80% attendance = more than half a term missed per year and 2 whole years missed over their school journey.

70% attendance = more than a quarter of the year missed.

This level of absence is classed as persistent absence and we would be expecting families to work with us to ensure any issues are quickly resolved.



365 days in a year	175 non school days per year to spend with family and friends, on holiday, shopping, appointments, housework, days out.				
	5 days absence	10 days absence	28 days absence (5 weeks and 4 days)	28 days absence (7 weeks and 3 days)	
	190 days of education	185 days of education	181 days of education	152 days of education	47 days absence (9 weeks and 2 days)
	100% Excellent	97% Good	95% Satisfactory	85% Very poor	80% Unacceptable
	Best chance of success		Less chance of success		Not fair on your child
	Gets your child off to a flying start.		Makes it harder for your child to achieve well and make progress.		Could face a penalty notice and court action!

Many parents may think that 90% is a good level of attendance, but in reality, this means your child is missing half a day each week or 19 days over the year!