



Attendance

Policy.



Newstead Primary
School

Reviewed - July 2025
Next Review - July 2026

Newstead Primary School

Attendance Policy.

At Newstead Primary we have three expectations:

- 1) Attend school regularly.
- 2) Attend school punctually.
- 3) Attend school prepared for the day.

As a school we recognise that good attendance and punctuality are essential in order to raise standards of pupil attainment and give every young person the best educational experience possible.

We believe that regular attendance is vitally important as it promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace.

The law entitles every child of compulsory school age to a full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility to make sure their child receives education either by attendance at a school or by attendance otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

KEY AIMS.

1. To improve the overall attendance of children in school.
2. To make attendance and punctuality a priority for everyone associated with the school.
3. To develop a clear framework of responsibilities to ensure actions to promote attendance are completed.
4. To promote a positive attitude towards attendance and punctuality amongst pupils and families providing support and advice where needed.
5. To ensure safeguarding systems are in place in relation to attendance and punctuality.

SCHOOL RESPONSIBILITIES.

It is the school's responsibility to regularly check and effectively monitor school attendance and to inform parents and governors of their findings.

REGISTRATION

The school gates open at 8:50am and close at 9:00am. During this time the staff will meet and greet the children as they enter school.

School starts at 9:00am.

School finishes at 3:30pm.

The register is taken as close to 9:00am as possible.

The register closes at 9:30am - arrival after this time will be marked as a half days absence, indicated by a 'U' in the register.

UNEXPECTED ABSENCE

We ask that if a child is absent from school the parent/carer is to inform us using the following procedure.

- Contact the school on the first morning of absence with the reason for absence before 9:15am. Contact the school office on 01623 753681 or via e-mail; office@newstead.notts.sch.uk

If we do not receive notification regarding the child's absence, then we will:

- Telephone, text or e-mail the parent/carer on the first day of absence.
- If contact is not made on day 1, contact will again be attempted on day 2.

When a reason for absence has not been explained, then the following procedures will occur:

- An e-mail or letter will be sent to the parents/carers of the child, asking for a reason for the absence with 5 days to respond.
- If school do not receive an adequate explanation the absence will be unauthorised.

MEDICAL APPOINTMENTS.

We always encourage, where possible, to book medical appointments outside of school hours. If this is not possible parents are advised to inform the school before the appointment so that the attendance register can be amended to show why the child will not be in school.

Children who leave school with a parent/carer during the school day for an appointment will be signed out in the office logbook and signed back in upon their return that day. Children who have appointments during school hours need to provide the school office with a record of their appointment.

LEAVE OF ABSENCE DURING TERM TIME

Amendments to the Education (Pupil Registration England) Regulations 2006 came into force on 1 September 2013. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Parents can request a leave of absence using a leave of absence request form. The form is considered by the Headteacher. If the reason for absence falls into the exceptional circumstances criteria set by the individual school's governing body then the absence will be authorised and a letter sent to the parents. If the absence is to be unauthorised then a letter will be sent to parents stating this.

UNDERSTANDING DIFFERENT TYPES OF ABSENCE.

AUTHORISED ABSENCE.

These are morning or afternoon sessions away from school for a genuine reason such as illness, medical appointment, emergencies, or other unavoidable causes.

UNAUTHORISED ABSENCE.

These are absences that the school does not consider reasonable and for which 'no leave' has been granted.

Unauthorised absences includes, however is not exhaustive to:

- Holidays taken during term time.
- Day trips
- Their own birthday or family birthdays
- Staying at home to look after siblings or parents due to medical reasons.
- Shopping trips.
- Staying off because of a late night / overlaying.
- Hair appointments.
- If there has been a period of regular illnesses without medical evidence.
- Other leave of absences within term time which has not been agreed.

The Local Authority may pursue cases of poor attendance through the courts or the school could trigger a fixed penalty notice. The Department for Education threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.

PERSISTENT ABSENCE.

A pupil is defined by the Department for Education as where an absence escalates and pupils miss 10% or more of school for any reason. This can be both authorised and unauthorised absence. Absence at this level will cause considerable gaps in a child's education. Schools are expected to put in place targeted support plan to support improved attendance. Parents will be invited to attend a formal meeting called an 'Attendance Contract Meeting' as a support method to improve attendance.

SEVERE ABSENCE.

This is defined as pupils missing 50% or more of school. In these circumstances the attendance will need a more intensive approach with support from outside agencies, such as an Early Help referral.

ATTENDANCE MONITORING.

The following systems are in place for monitoring and addressing attendance:

- Each week attendance figures are monitored using the school's data system.
- Parents will receive an attendance data certificate during parents evening in the Autumn and Spring Terms and within the child's annual report in the Summer Term.
- Parents of children that have an attendance percentage of around 94% may receive a letter, if it is deemed necessary, stating that they are at risk of falling into the persistent absence category and that their child's absence will be monitored closely.
- If a child's attendance falls below 90%, an attendance contract meeting may be requested to provide targeted support to enable attendance rates to improve.

The purpose of the meetings are to:

- Ensure parents are fully aware of their child's attendance and impact on learning.
- Discuss reasons for absence.
- Provide support (internal)
- Look at additional support from external agencies, if required.

- Ensure that parents understand the impact and possible consequences of further absence.

HOME VISITS.

If a child has not been in school and no contact has been made with parents, then a home visit will be conducted by school staff in the first instance. Schools have the responsibility for ensuring the safeguarding of their pupils.

MONITORING PUNCTUALITY

The same systems for monitoring punctuality as they are for absence monitoring. Parents will receive a letter if persistent lateness is being recorded within the 'signing in' book located in the office. The situation will be closely monitored for improvements. If improvements are not made, then a meeting will be held to discuss the issues around persistent lateness.

REWARD SYSTEMS

Systems we have in place to encourage regular attendance/punctuality include;

- School assemblies - class attendance of the week, displayed on the attendance tree in the school corridor.
- Class gains 100% for the week - non-school uniform day
- Termly certificates for children gaining 96% or above.
- Reward for best attending class of the year.
- Yearly 100% attendance certificates and reward.