

Crookesbroom Primary Academy

Attendance Policy

School has a statutory duty to keep your child safe which includes knowing where they are if they are not in school. We appreciate that children are sometimes genuinely ill. If your child is going to be absent due to illness, please inform the office by 8:40am on every day of absence. If you do not contact the office, school will ring you followed by every contact number we hold for your child until we speak to somebody. If your child is absent for two consecutive days and we are unable to contact anybody, we will visit the family home in order to ensure that your child/ children are safe and well. If we are still unable to contact a named contact then we may call 101 in order to seek the police's assistance in locating the family.

Rewards for Good Attendance and Punctuality

At Crookesbroom, we recognise the importance of good attendance and punctuality and as a result we reward the children in the following ways:

- weekly cake for the classes with 100% attendance
- weekly mention to the 3 classes with the best attendance and punctuality in the celebration assembly
- termly individual certificates for 100% attendance
- termly reward for the class with the best attendance (bowling, pizza-making at Dominos, super science investigation workshop)
- annual reward trip for all children who manage to achieve 100% for the school year; as well as celebration day for everybody's attendance (Yorkshire Wildlife Park)

Crookesbroom Primary Academy Attendance Procedures

If your child's attendance drops below 96% without good reason, you will receive letter 1 informing you that we are concerned.

If there are further absences, letter 2 will be sent.

Following letter 1 and letter 2, if there is no improvement in your child's attendance then the following actions may be taken:

- Home visit from the Education Welfare Officer, Mrs Eyvbowho, or Mr Longley or Miss Walker
- Education Penalty Notice warning letter
- Invite to Attendance Support Plan meeting
- Voice of the Child
- Education Penalty Notice
- Court proceedings

Punctuality – arriving at school on time

School opens its doors at 8:40am.

Registration begins at 8:50am and ends at 9:00am.

If your child arrives after 9:00am, they will be marked as **L** in the register, which means they are late.

If they arrive after 9:20am, they will be recorded as **U** and this results in an unauthorised absence for the morning, which affects your child's attendance.

You will receive a letter, a home visit and be invited to a support meeting if we are concerned about the number of lates your child has.

Crookesbroom has a breakfast club and all pupils are welcome. The breakfast club opens at 8am and provides your child with a healthy breakfast and the opportunity to develop their social skills. You may find that regular attendance at breakfast club may help improve your child's punctuality.

Unavoidable Medical Appointments

We appreciate that some children have unavoidable medical appointments during term time such as speech and language or hospital appointments. All we ask is that you provide a copy of the appointment letter. Although we cannot mark a child present who is attending an unavoidable medical appointment, if these are their only absences, any 100% rewards will not be affected.

Holidays during term time

Holidays during term time will not be authorised, unless there are exceptional circumstances, and an Education Penalty Notice will be requested from the local authority. If you are planning to remove your child from school to take them on holiday, please complete a Leave of Absence form, available from the office or below. Please be aware that if you do not complete a Leave of Absence form or inform school that you are taking your child on holiday but school has good reason to believe they are absent due to holiday, then an Education Penalty notice will still be requested. (Please refer to part c of section 3.1 *ISSUING A PENALTY NOTICE* of the attached Doncaster Council Code of Conduct for Education Penalty Notices May 2018).

The Penalty is £60 per parent per pupil and if not paid within 21 days this will increase to £120. Failure to pay the full amount within 28 days will result in a summons to appear in the Magistrates Court.

Policy amended September 2020

Agreed at Autumn Term AAB on 11/11/2020

Review date: September 2021