



*Respect ~ Learn
Believe ~ Achieve*

DYMCHURCH PRIMARY SCHOOL

ATTENDANCE and TARGETS POLICY

Document Info	Dates / Source	Responsibility
DATE of ADOPTION	April 2015	
FGB Ratification		
DATE of REVIEW	April 2016	
DATE of NEXT REVIEW	April 2017	
Source of Policy		

MODIFICATIONS TO ORIGINAL POLICY

GOVERNING BODY SIGNATURE _____

DATE _____

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ATTENDANCE and TARGETS POLICY

Dymchurch Primary School Vision:

Working together to motivate, inspire and celebrate learning.

Aims:

To ensure that children attend school and are punctual:

- ◆ Children attend for 100% of possible sessions (excluding unavoidable closure dates);
- ◆ Parent/Carers only request Absence on compassionate grounds in unavoidable circumstances; the Head of School will decide the number of days that a child can be absent from school on compassionate leave.

Day to day application of policy

- ◆ All requests for compassionate absence are made in the form of a letter to the Head of School explaining the Parent/Carer's need to take the child out of school;
- ◆ No holidays will be authorised; 10 sessions of unauthorised holiday could result in a penalty notice being requested. These will be marked as a "G" code in the register.
- ◆ The School have considered the use of Penalty Notices and have decided to allow their use.
- ◆ The School will work closely with the attendance service.

Absences

- ◆ School start times is 8.45 am.
- ◆ An "L" for late will be awarded until 9:00a.m.
- ◆ After this time registers will be closed and children will receive an unauthorised late mark which will be coded "U". 10 sessions of unauthorised marks either "O" or "U" could result in a penalty notice being requested.
- ◆ If a child is repeatedly late or absent then a first letter will be sent out, if it continues after this another letter (letter 2) will be sent out inviting Parent/Carers to meet with the FLO and an action plan will be drawn up.
- ◆ If Parent/Carers fail to attend meeting or improvement is not made another letter (letter 3) will be sent out advising Parent/Carers the school will be making a referral to the Attendance service.

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- ◆ If a child is absent from school then the school will expect the Parent/Carers to ring in by 8.50am on the first, and each subsequent day of absence. If this has not happened the school will contact Parent/Carers; this will be by phone;
- ◆ The attendance officer (school secretary or FLO) will enter the registers on to SIMS and mark any absence without reason as an “N” code. Should a reason not be given within 3 days then the absence will automatically be marked “O” unauthorised. A letter will be sent home prior to this happening for Parent/Carers to complete, giving reasons for absence. The reason needs to be specific: citing ‘illness’ or ‘unwell’ is not sufficient reason to authorise an absence;
- ◆ At the end of each term every child receives a colour coded certificate telling them what their attendance percentage is, celebrating any above 95% and encouraging improvement to those below.
- ◆ Colours are as follows:
 - 100 – 95% - **Green**
 - 94.9 -90% - **Amber**
 - Below 90% - **Red**
- ◆ Any child under 95% will be monitored and may be referred to the Attendance Service

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REASON FOR ABSENCE

 / /
Absences

Our records show that your child

in class

was absent from school on and/to

I would be grateful if you could please provide us with a reason for this absence by completing the information below and return the whole of the page to the school office as soon as possible.

I would like to remind you that all absences should be reported to the school office on the first day of absence and followed up by a letter on the child's return to school.

Please note that if we do not receive a reason for this absence within 3 days of the date of this letter, the absence will be unauthorised. Regular accumulation of unauthorised absences may lead to a referral to the Attendance Service (Educational Welfare Officer – EWO) or a penalty notice.

I apologise if you have already advised the school of the reason for this absence but would be grateful if you could still complete the below so that our records can be updated correctly.

Thank you.

Please complete box below and return by.....

CHILD'S NAME:	CLASS:
DATES OF ABSENCE:	
REASON FOR ABSENCE:	
PARENT/CARER /CARER PRINT:	
PARENT/CARER/CARER SIGN:	DATE:

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LETTER 1:

Dear Parent/Carer

/ /

This is to inform you that your child's attendance is now% . The expectation is that all children's attendance is above the Government's 95% threshold.

This is a high level of absence which will affect your child's education.

Failure to ensure that your child attends school regularly may lead to a penalty notice being issued by the Attendance Service, or a referral to the Attendance Service which could result in prosecution.

A Penalty notice is £120 per Parent/Carer per child, reduced to £60 per Parent/Carer per child if paid within 21 days. Failure to pay within 28 days may lead to court action.

If there is anything the school can do to help improve your child's attendance, please contact Sarah Cooper, our School FLO.

Yours Sincerely

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LETTER 2:

Dear

Following our previous letter we have noticed that’s attendance is% and remains below the Government’s 95% threshold and has not improved significantly/has decreased further.

This is a high level of absence which will affect your child’s education.

Failure to ensure that your child attends school regularly may lead to a penalty notice being issued by the Attendance Service, or a referral to the Attendance Service which could result in prosecution.

A Penalty notice is £120 per Parent/Carer per child, reduced to £60 per Parent/Carer per child if paid within 21 days. Failure to pay within 28 days may lead to court action.

Our Family Liaison Officer would like to arrange a meeting with you to discuss’s attendance and see how we can help you to improve this.

The Family Liaison Officer will be available to meet with you at on.....

Please contact the school office if this is not convenient.

Yours sincerely

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ACTION PLAN :

Action plan meeting following second letter regarding attendance

Date:	
Child/children's names:	Class:
Present:	
Child's absence percentage and days explained to Parent/Carers:	
If child/children's attendance does not improve as a result of this meeting within six weeks, the school will be obliged to make a referral to the Attendance Service which could result in prosecution.	
Parent/Carers/carers Issues affecting absences:	
Parent/Carers actions:	School actions:
Next meeting:	

Parent/Carer/Carers
 print.....sign.....

Staff print.....sign.....

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Follow on meeting following second letter regarding attendance

Date:	
Child/children's names:	Class:
Present:	
Child's absence percentage and days explained to Parent/Carers:	
If child/children's attendance has not improve as a result of the last meeting, the school are now obliged to make a referral to the Attendance Service which could result in prosecution.	
Parent/Carers/carers Issues affecting absences:	
Parent/Carers actions:	School actions:
Next meeting:	

Parent/Carer/Carers
 print.....sign.....

Parent/Carer/Carers
 print.....sign.....

Staff print.....sign.....

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LETTER 3:

Dear **Name**

A letter dated **(Date)** was sent to you regarding concerns over **(Name)**'s level of attendance and a meeting **was requested/took place on (Date)**. **(Name)** has continued to be absent from school on a number of occasions and that there has been no significant increase in **his/her** overall attendance.

Failure to ensure that your child attends school regularly may lead to a penalty notice being issued by the Attendance Service, or a referral to the Attendance Service which could result in prosecution.

A Penalty notice is £120 per Parent/Carer per child, reduced to £60 per Parent/Carer per child if paid within 21 days. Failure to pay within 28 days may lead to court action.

As **(Name's)** attendance is not improving, the school will now be making a referral to the Attendance Service which could result in prosecution.

Yours sincerely

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LATE LETTER:

Dear Parent/Carer

Recently your child has started the school day late on several occasions; entering class after the register has been taken at 8.45 am

This lateness can have an impact on your child and the class, as we begin lessons straight after the register.

Coming in late means your child misses the introduction to lessons and has to enter the class when the other children are at work. This can be unsettling to all the children and is not a good way to start the day.

I am sure this is an unusual occurrence, however if there is anything we can do to help please let us know. Our FLO Sarah Cooper may be able to help you – please feel free to contact her at school.

Yours sincerely

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ILLNESS LETTER:

Dear Parent/Carer

/ /

This letter is for your information as your child..... has been off school due to illness.

As Parent/Carers/carers it can be difficult to know whether your child should attend school or not when they appear ill.

The school year is made up of 190 days.

Your child has missed.....days this school year making their attendance currently.....%.

If your child's attendance is always around 90% you may think this is pretty good! But 90% attendance means that your child is absent for the equivalent of one half-day every week. This is 4 whole weeks in a school year and then 23 weeks equivalent to over half a school year in the time they are at Primary school.

So what is an acceptable illness to be absent for?

Contagious diseases such as: chicken pox, measles, sickness (vomiting) and diarrhoea are fine.

Minor illnesses such as coughs, colds and headaches are not acceptable excuses to be absent. Please send your child to school and if necessary give us a note advising us of your concern regarding their health and rest assured we will contact you if we feel your child becomes too unwell to remain with us.

Think what will happen if your child misses a lot of school. They could get behind with work, not achieve learning targets, miss their friends and their friends miss them and the teacher will be concerned about their progress and how they will catch up.

If there is anything the school can do to help you continue to improve your child's attendance, please contact the school office.

Yours Sincerely

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IMPROVEMENT LETTER:

Dear Parent/Carer

/ /

It is with great pleasure we are able to write and let you know your child's attendance has improved. Please congratulate your child and well done to you as Parent/Carer/carer for making this happen.

As you are aware the expectation is that no child misses more than 10 school days in an academic year and therefore drop below government's 95% threshold .

Your child's attendance is now.....%, an improvement from last month when it was.....%. If your child continues to come into school regularly and on time this should continue to improve.

Failure to ensure that your child attends school regularly may lead to a penalty notice being issued by the Attendance Service, or a referral to the Attendance Service which could result in prosecution.

A Penalty notice is £120 per Parent/Carer per child, reduced to £60 per Parent/Carer per child if paid within 21 days. Failure to pay within 28 days may lead to court action. However, providing that 's attendance continues to improve, we will not need to take any further action.

If there is anything the school can do to help you continue to improve your child's attendance, please contact the school FLO, Sarah Cooper.

Yours Sincerely

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