



# Edgewood Primary School

**Building skills and values for life**

## Parent Friendly Attendance Policy

### **EVERY DAY COUNTS**

#### **GOOD ATTENDANCE IN SCHOOL = GOOD PROGRESS**

At Edgewood Primary and Nursery School we value children's attendance, as children with low attendance make less progress at school.

Good attendance is 97% or better

5 and a half days off or less over the whole year - less than two days each term!

Satisfactory attendance is 95% to 96.9%

Up to 9 and a half days off over the whole year – up to 3 days off each term.

Attendance causing concern is 90% to 94.9%

Up to 19 days off each year – up to 6 days off each term.

Unacceptably low attendance is below 90%

More than 19 days off in a year – more than 6 days off each term.

#### Why good attendance matters

To learn anything from school children need to be in school. Almost all our lessons build on previous learning and if a child is missing sessions then they are going to struggle when they return as they will have missed previous learning. This will make it much harder for them to gain all the benefit from their time at school.

#### School timings

Doors open at 8:50am. School starts at 9:00am. Any child arriving after 9:05am is late.

The register closes at 9:30am and any child arriving after that will be recorded as an unauthorised late.

Lunch is 12pm to 1pm for Red, Green, Yellow, Blue and Orange Classes.

Lunch is 12:30pm to 1:30pm for Amarillo, Rosa, Verde, Azul, Morado and Marron classes.

The school day ends at 3:30pm.

#### What to do if your child is off school

Call school before 9:30am if your child is off school. Please tell us why so we can properly record the reason. If we don't know, the absence will be unauthorised and can lead to a penalty notice.

### Positive attendance rewards

Dolphin awarded each week to the class with the best attendance.

Termly draw for 100% attendance in a week (Each week with 100% attendance = 1 ticket in the draw).

Termly play session in the pool for the two classes with the best attendance that term.

Every child with 97% or better attendance at the end of the year will have a free reward trip.

Every child that ends the year with 100% will get a £5 book voucher.

(Unavoidable medical appointments will be excused from these rewards – dentists appointments that could have been taken after school or in holidays will not nor will illness.)

### Sanctions for poor attendance

Attendance below 95% (or 3.5 days in the autumn term) letter sent saying attendance causing concern. After this letter each absence will need evidence or they will be recorded as unauthorised.

3 more days' unauthorised absence will trigger a formal warning letter and a meeting with the head teacher to see how school can help improve attendance.

2 more days' unauthorised absence may lead to the issuing of a penalty notice.

Continued poor attendance (below 90%) will lead to a referral to Targeted Support (Formerly Education Welfare) and possible further fines and court appearances.

### Holidays during school sessions

Holidays will not be authorised except in exceptional circumstances (e.g. religious observation). Cheaper holidays, family weddings and holidays booked by other family members will not usually be authorised.

Penalty notices may be issued for holidays if attendance is already causing concern.

### Appointments during school hours

Appointments must be made outside of school hours or in the school holidays where possible.

The school will only approve absence where evidence is provided and the child is in school before and after the appointment where possible.

### Suitable evidence for absence

Suitable evidence could be:

Prescription from your doctor

Appointment card or letter

A note or letter from your doctor, dentist or hospital