

### **Rewards:**

At Stoneydelph Primary School we are keen to reward children who's attendance is good (98% or above). There are a number of strategies we employ to do this including termly certificates for those children who have achieved above 98% attendance, class based attendance rewards and our colour coded system rewards the children with 95% attendance and above through receipt of a letter congratulating them and their parents for good attendance.

### **Medical Appointments**

Missing school for a medical appointment is counted as an authorised absence. Parents should try to make these out of school hours. Where this is not possible, the student should only be out of school for a minimum amount of time necessary with appointments being made at the beginning or end of the day to minimise disruption to the school day.

### **Illness at school:**

In cases where a student is unwell at school, parents/carers will be contacted, they should then make arrangements for the child to be collected from school.

### **Useful Contact Details:**

Mrs Claire Bevan  
School Liaison & Support  
Officer 01827 896666  
[c.bevan@stoneydelph.staffs.sch.uk](mailto:c.bevan@stoneydelph.staffs.sch.uk)

Mrs Esther Parsons  
Head Teacher  
01827 896666  
[head-teacher@stoneydelph.staffs.sch.uk](mailto:head-teacher@stoneydelph.staffs.sch.uk)

Mrs S. Ebrey  
Chair of Governors  
01827 896666  
[office@stoneydelph.staffs.sch.uk](mailto:office@stoneydelph.staffs.sch.uk)

Staffordshire Children's Advice  
and Support Service (SCASS)  
0300 111 8007

Malachi  
0121 441 4556

Education Welfare Officer  
01785 895 421  
[education-coreoffer@staffordshire.gov.uk](mailto:education-coreoffer@staffordshire.gov.uk)

Stoneydelph Primary School

Crowden Road  
Tamworth  
Staffordshire  
B77 4LS

Phone: 01827 896666  
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**STONEYDELPH  
PRIMARY SCHOOL**

*Grow & Achieve*

***SUMMARY of  
ATTENDANCE  
POLICY***

This leaflet is a summary of the full attendance policy which is available on the website and on request from the school office. It should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, bullying, and support for children with medical needs.

### **Covid-19**

Parents should note that from the start of the autumn term 2020 school attendance is now mandatory and the usual rules on attendance apply. Please see the full attendance policy for details.

**School Hours:** Children arriving after the gates are locked should arrive by pressing the intercom near the Crowden Road vehicle gate and will receive a late mark.

### **Reception and Year 1/2**

Arrival time: 8.40am  
Gates locked: 8.45am  
Finishing time: 3.15pm

### **KS2—Years 3-6**

Arrival time: 8.40am  
Gates locked: 8.45am  
Finishing time: 3.20pm

**Absences:** Parents and carers are expected to notify school by 9.30am on the first morning their child is absent, if no contact has been made school will attempt to contact the parent via text, Dojo, email, phone call, letter or home visit. Attendance procedures will be followed where a child has regular absences or lateness.

### **Missing Children:**

If a child is absent for a continuous period of 10 days or more without school's permission we must notify the Local Authority. School will contact SCASS and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern. A home visit may be made to

Our aim is to ensure parents/carers are fully informed regarding their children's attendance. To support this we use a colour coded system. As a school our aim is to achieve an overall attendance of 95%, which will give every young person the best chance of achieving their full potential, and bringing us in line with national attendance expectations.

|               |  |   |
|---------------|--|---|
| <b>Green</b>  | <b>95% – 100%</b><br><br>Well Done. This is excellent. | If you are in the green group you have been absent for less than two weeks in the whole year or you may have attended school every day. |
| <b>Yellow</b> | <b>90% – 94%</b><br><br>Improvement Needed!            | If you are in the yellow group you could be missing up to 4 weeks of learning in the whole year.  |
| <b>Red</b>    | <b>Less than 90%</b><br>Persistent Absence Pupil       | You are now a Persistent Absence Pupil and are missing more than 4 weeks of learning in the school year.                                |

To ensure every family is fully aware of their child's current attendance percentage each term we will send out a letter detailing which group your child is in. If your child is in the red or yellow group a copy of the attendance certificate will be included.

Regular checks of the percentage attendance of all students below 95% will be completed and further action taken as below:

**Below 94%** - A standard letter may be sent to parents/carers reminding them of the importance of regular school attendance.

**At 91%** - The School Liaison & Support Officer may contact parents/carers by telephone to discuss reasons for non-attendance and offer support.

**Below 90%** - Parents/carers may be sent a Stage 1 concern letter setting out timescales for improvement.

**If no sustained improvement occurs within set timescales** - Parents/carers may be invited in to a meeting with the School Liaison & Support Officer to discuss attendance and support available. Parents/carers may also be informed that no further absences will be authorised without medical evidence, this will be confirmed in writing. **Should carers fail to attend this meeting the school may contact Education Welfare and/or SCASS for further support.**

**If there is no sustained improvement and attendance continues to fall** - The School will contact Education Welfare and/or SCASS and an application for a Penalty Notice will be made.