

Rewards:

At Stoneydelph Primary School we are keen to reward children who's attendance is good (95% or above). There are a number of strategies we employ to do this. Children who have 100% attendance are entered into a weekly raffle, this is drawn during assembly and the chosen child wins a £5 voucher. Each term those children who have achieved 100% attendance will receive a certificate during the last day assembly; those who have achieved 100% attendance at the end of the year receive a certificate and a small prize. 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, who should then

Useful Contact Details:

Mrs Claire Bevan
Home School Link Worker
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Mrs Jenny Wallbank
Head Teacher
01827 896666
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Mrs S. Ebrey
Chair of Governors
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Local Support Team
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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 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.

School Hours:

Reception & KS1— First bell rings at 8.45am and children may enter school. Second bell rings at 8.55am indicate the start of the school day. Children finish learning at 3pm. Children arriving after 8.55am must enter via the office and will be marked as late.

KS2—First bell rings at 8.45am and the children may enter school. Second bell rings at 8.50am to indicate the start of the school day. Children finish learning at 3.15pm. Children arriving after 8.50 must enter via the office and will be marked as late.

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, phone call, letter or home visit. If a child has several days of unexplained absence the parents/carers will be invited into school to discuss this.

Missing Children:

If a child is absent for a continuous period of 10 days or more without school's permission we have to notify the Local Authority. School will contact First Response and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern. The School Liaison & Support Officer or PCSO may make a home visit to establish the where-

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.

Green	95% – 100% 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.
Yellow	90% – 94% Improvement Needed!	If you are in the yellow group you could be missing up to 4 weeks of learning in the whole year.
Red	Less than 90% 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 will 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 First Response for further support.**

If there is no sustained improvement and attendance continues to fall - The School will contact First Response and an application for a Penalty Notice will be made.

Parents should note that children are expected to complete a morning challenge. If children are late it is school policy that they are kept in at break time to catch up.