

## Roles/Responsibilities



## Half Acres Primary Academy

'Aspiring To Achieve—Enriching Lives'

### Attendance 2023-24

Half Acres Primary Academy takes attendance and punctuality seriously.

Statistics show a direct link between underachievement and poor attendance. Every lesson counts and it is important that your child attends school regularly and on time to ensure a good pattern of attendance leading to good achievement.

We are aware that the majority of children have good attendance and we receive good support with attendance from most families, but there are still some issues around attendance that the schools need to resolve to ensure that all children have good attendance patterns and can achieve their educational potential.

This leaflet outlines our Attendance Policy and how it will be used to support good attendance of pupils in our school for the academic year 2023-24.

If you are unsure about anything you have read or have any questions, please contact school and we will make an appointment to speak with you on an individual basis.

Thank you for your support and co-operation in making Half Acres children the best they can be.

### School will..

- Set high expectations for pupil attendance, and monitor individual and whole school attendance on a weekly basis.
- Identify causes of concern with regard to pupil attendance.
- Make initial contact with parents/carers where there is unexplained absence. This may include a home visit.
- Invite parents/carers into school to discuss where there is no improvement.
- Work in partnership with the LA, and with EWO particularly.
- Maintain electronic registration data systems effectively and deploy them robustly to facilitate presentation of reports.
- Promote attendance at all levels - within school, the community, the MAT, the LA, regionally and nationally.
- Celebrate excellent and improved attendance.

### Parent/Carers should ...

- Ensure pupils arrive at school **on time** every day and that routines are in place at home to support this.
- Contact the school by 9.30 am for each day of absence.
- Obtain evidence where possible to support medical absence.
- Avoid term time holidays, and attempt to minimise school time appointments.
- Contact school to discuss any concerns they have about attendance or any barriers eg the taking of medication.

### Pupils should ...

- Arrive at school, on time every day with correct equipment and ready to learn
- Comply with school regulations regarding attendance and punctuality.
- Discuss any concerns they may have with staff regarding attendance and punctuality.

### Education Welfare Service / Local Authority will ...

- Provide advice and guidance with regards to Children Missing Education, Child Employment and Licensing.
- Work in partnership with other agencies and offer advice, signposting for referrals to appropriate organisations.
- Undertake legal action on behalf of the Academy.

Sometimes attendance data can be difficult to understand. This table shows you what the data means about your child's attendance at school.

Attendance % figure of...	Equivalent days missed over a school year would be ....
100%	0 Days missed
95%	10 Days missed—half a day's absence every 2 weeks
90% Please note that from September 2015 90% or below will be considered as "Persistent absence"	20 Days missed—half a day's absence per week
85%	30 Days missed
80%	40 Days missed—one day's absence per week

# Penalty Notices

## Holidays in Term Time

Half Acres Academy does not authorise term time holidays unless there are exceptional extenuating circumstances. This is in line with national regulations.

Holidays taken in term time may incur penalties for families. These are £60 per parent, per child. The fine rises to £120 per parent, per child if it is not paid within 28 days.

Before booking a holiday in term time, consider the following:

- During one weeks absence your child will miss approximately 25 hours of their education.
- If your child has two weeks holiday during term time and one week of illness during the school year they will miss 7.7% of their education that year. If this pattern is repeated throughout their school life they would miss 33 weeks of their education.

## Irregular School Attendance

Since September 2013, our academy has had the option to issue penalty notices for irregular school attendance. This may apply in the following circumstances:

- Your child has a pattern of broken weeks across a half term
- Your child has a pattern of absence on particular days (eg. Fridays)
- A high number of U codes in register as a result of persistent lateness to school (10+)
- A high number O codes in the register as a result of no reason being given for absence

Any unexplained absence will be followed up with a home visit on the first day of absence in line with our safeguarding duties.

School will work in partnership with parents to discuss attendance issues prior to issuing penalty notices. Parents/carers will be made aware if their child's attendance is a cause for concern and clear instruction / advice will be given about how it needs to improve.

Parents/Carers will be invited to attend a meeting at school with school staff and EWO. School will challenge persistent non-attendance using early identification and intervention strategies. If unacceptable patterns of attendance persist, future non-attendance may be unauthorised and families may be asked to provide evidence to substantiate non-attendance at school. This would be a doctor's letter / consultant appointment or a prescription. The penalty notices are £60 per parent per child.

## Punctuality

We expect pupils to arrive at school on time and ready for learning. This is to prepare pupils for later life, where punctuality will be important in their working life.

Electronic registers are called in accordance with LA guidelines at the start of the morning and afternoon sessions.

There is a 10 minute window of arrival time from the doors opening before registers are taken. Children arriving after the register has been called but before register closure, which is 10 minutes later, will have their absence coded as an L code.

Children arriving after this point will have their absence coded as a U. This is an unauthorised absence code.

If a child has 10 lates further lates will be coded as U's signifying the whole morning has been missed. School will follow up unexplained absences by contacting parents / carers on the first day of absence.

It is the responsibility of parents and carers to ensure that their child arrives at school on time. School will contact you if they have concerns about your child's punctuality.



## Attendance Incentives

### Individual

Children receive a Dojo point for daily attendance and arriving on time. That's possibly 5 each week and could help to achieve 'Dojo Champion'. Each child with 100% attendance for the week receives a golden ticket entry into the termly prize draw, Prizes will be announced each term.



### Whole class

The class with the highest attendance wins SAM the dog and the attendance trophy.



Every day that a class achieves 100% they earn a letter towards the spelling of the phrase 'Perfect Attendance.'

The class discuss and agree what they would like their reward to be for achieving this phrase and work hard towards it. Once this phrase is completed, the class enjoy their reward and start again for their next reward!

