

# Sheep Dip Lane Primary

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**Attendance  
at School**



**Sheep Dip Lane**  
PRIMARY SCHOOL

**Every Day Counts**

## **Introduction**

Regular attendance at school is essential to promote the education of all pupils. Our ethos demonstrates that children feel that their presence in school is important and that they are missed when they are absent or if they are late.

Sheep Dip Lane Primary will take the appropriate action when necessary in order to promote regular attendance at school.

## **Roles and Responsibilities**

The following people have key responsibilities in ensuring that high levels of attendance and punctuality are met:

- ◆ Parents/carers
- ◆ Pupils
- ◆ Head Teacher
- ◆ Inclusion Manager
- ◆ Class Teachers
- ◆ Support Staff
- ◆ Office Staff
- ◆ Education Welfare Service
- ◆ Governors
- ◆ Office Manager/Admin Staff

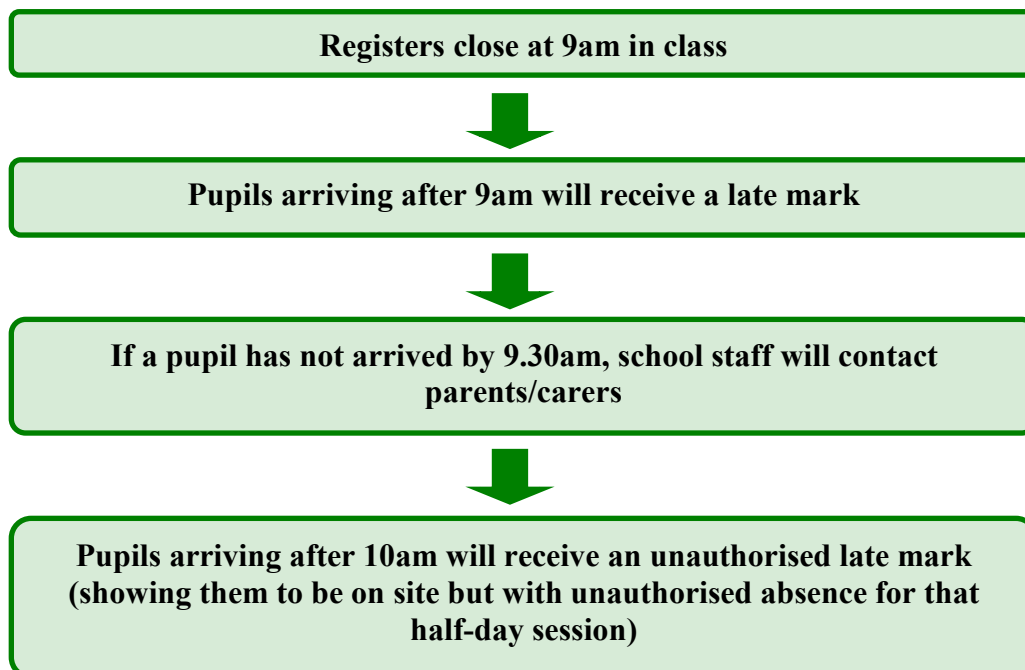
## Our Aims

- ◆ To maximise attendance of all children in school.
- ◆ To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated with the school.
- ◆ To monitor and support children whose attendance is a cause for concern, and work in partnership with parents/carers to resolve any difficulties.
- ◆ To analyse attendance data regularly and inform future policy and practice.
- ◆ To work closely and make full use of support from the wider community including the Education Welfare Service and multi-agency teams.

## **Punctuality and Lateness**

Poor punctuality is not acceptable and all pupils must arrive on time. If a child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. The late arrival of pupils also disrupts lessons, which can be embarrassing for the pupil and can also encourage absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world. We will encourage good punctuality by being good role models to our pupils and by celebrating good class punctuality.

How we manage lateness:



Late marks will be monitored and the following action taken:

**Three late marks in a half term: parents/carers will receive a letter with dates of the late marks recorded. Pupils may also be asked about the marks if appropriate**



**Three to six late marks in a half term: parents/carers will be invited to a meeting with the Head Teacher/Inclusion Manager to explain the reasons for the lateness**



**An action plan and monitoring period will be agreed at the meeting**



**Improvement rewards/incentives will be implemented for the pupil and improvement letters/phone calls or Marvellous Me awards issued to parents/carers each week**

If lateness continues to occur, additional school support will be required to ensure that the child's educational needs are met. **School staff can be approached at any time if there are any problems with getting a child here on time.**

## **Daily Absence Procedures**

These procedures are also available in our attendance information booklet, which will be displayed for parents/carers on our school website and Twitter accounts at the beginning of each academic year.

How we manage absence:

**Parents/carers must notify the school office as soon as possible on the first day of absence, and no later than 9.30am, and the reason for absence will be recorded**



**If no notification is received by 9.30am, the school's admin team will contact parents/carers by phone and/or text to establish the reason for absence**



**If no reason has been established by 10am, this absence will be reported to the Head Teacher. If a child is already receiving multi-agency support, this will also be reported to the safeguarding lead and/or allocated social worker. School staff may undertake a home visit**



**If a pupil's attendance continues to give cause for concern and sickness is continually reported, support may be sought from the School Nursing team**

## Unauthorised Absence Procedures

How we manage unauthorised absence:

Attendance will be monitored every two weeks



**Stage 1:** If attendance falls to 97% or below, a letter will be sent (Letter 1) to parents/carers. These pupils will be monitored and the Attendance Team will contact parents/carers directly for significant concerns



**Stage 2:** If further unauthorised absence occurs, a second letter will be sent (Letter 2) to parents/carers. The Attendance Team will contact parents/carers directly for significant concerns



**Stage 3:** If further unauthorised absence occurs, the school will make a referral to the EWO. This will involve an Attendance Support Plan (ASP) meeting taking place with parents/carers to issue an EPN warning letter and agree an action plan. This is the beginning of a six-week evidential period



**Stage 4:** If further unauthorised absence occurs within 15 school days of the evidential period, a Penalty notice will be issued



**Stage 5:** Attendance will continue to be monitored and, if further unauthorised absence occurs, the process will be re-instigated from Stage 3

**A second Education Penalty Notice could lead to automatic prosecution by the Local Authority under section 444 of the Education Act 1996.**

## Holidays in Term-time

The Education (Pupil Registration) (England) Regulations 2006 make clear that from September 2013, **no holidays will be authorised by the school in term-time.**

Holidays in term-time will be recorded as unauthorised and will incur a fine, unless the below exceptional circumstances apply:

- ◆ Where it is company/organisational policy for employees to take leave at a specific time in the year and there is no opportunity for a family holiday in any of the school holidays. This refers to full company closedown periods only and must be evidenced by the production of the policy document of the organisation.
- ◆ Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- ◆ Other exceptional circumstances at the discretion of the Head Teacher.

To request a holiday in term-time, parents/carers must meet with the Head Teacher/Inclusion Manager or Office Manager to obtain a holiday request form and explain the reasons for taking the holiday.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and will attract an Educational Penalty Notice. A separate penalty notice will be issued to each parent for each child who has unauthorised absence.



## Pupil Attendance Classification

### Outstanding

97% - 100%

You attend more than 184 days out of 190 school days each year

-----Target 97%-----

### Requires Improvement

95.5% - 96.9%

You attend between 181.5 and 184 days out of 190 school days each year

### Inadequate

92% - 95.49%

You attend between 174 and 181 days out of 190 school days each year

### Cause for Serious Concern/approaching Persistent Absenteeism

Below 92%

You attend less than 174 days out of 190 school days each year



## Celebrating Good Attendance



### REWARDS

We encourage good attendance:

Weekly & Termly Class winners celebrated in assembly & on our weekly newsletters

Termly Attendance Challenge - certificate & prize draw for 3 weeks 100%

Termly Attendance Band Rewards  
Red—Amber & Green Wristbands -  
Can you achieve them all?

End of Year Attendance Celebration:  
Book Prize & Certificate for 100% for full year  
Family Prize Draw  
Class Prize for yearly winner



**Sheep Dip Lane**  
PRIMARY SCHOOL

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