



## Attendance Matters

At Park Street we work in partnership with parents to improve school attendance. It is a **parent's** legal responsibility to ensure their children receive appropriate education. Failing to ensure that your child attends school regularly without good reason is an offence.

Our attendance target for this academic year is 97%. In order for your child to meet this target they need to attend school for at least 184 days out of 190. If a child's attendance drops below 90%, the government deems this as persistent absenteeism.

The table below demonstrates how many days off school equates to overall attendance:



As a school we want to ensure that your child receives the optimum education on offer to achieve their full potential in their school life. This means attending every day where possible and working to the best of their ability.



Our up to date procedures for managing and supporting attendance are detailed below:

Circumstance	Action from parent/carer	Action from school
<b>If your child is too ill to attend school:</b>	Please inform school of your child's absence by 8.45am or 1pm for afternoon Nursery, giving an explanation and specific details for their absence (i.e. Illness specific) and their expected day of return. We have a dedicated attendance line on 01226 752029 or you can send us a text message or email via the School Gateway.	If you have not made contact, school will send you a text message asking you to inform us of the reason. If you do not do this, school will try to ring you for a reason. If contact is not made then the absence will be coded as unauthorised and you will need to come into school to discuss. In some cases a home visit may be necessary to ensure the safety of your child and/or family.
<b>If your child is late for school:</b>	Children are expected to arrive at school on time. Each day at 8.40am children are registered. When children are late, this disrupts the start of their day and the rest of the class – plus it is very embarrassing for a child to walk into a lesson / assembly late. If a child arrives at school after 8.45am, they should come through the main school doors and be signed in by the school office. <b>All pupils arriving late should be accompanied by an adult</b> so that they can be signed in at the school office and the adult can explain the reason for lateness.	If your child arrives at the school office alone, parents will receive a phone call asking you why your child is late and reminding that they need to be signed in by an adult. Where your child is late 3 times or more, you will receive a phone call or letter inviting you to attend a meeting with the Attendance Officer and our Education Welfare Officer.
<b>If your child has an essential medical appointment:</b>	Parents need to provide school with evidence of any appointments / events in order that they can be authorised. This can be a letter, appointment card or text message. Where an appointment falls mid-morning or during the day, the child should attend prior and return after appointments where possible to avoid them missing important learning time. Siblings are expected to attend school and their attendance should not be affected by other family member's appointments.	Genuine illnesses and essential medical appointments are usually authorised. Appointments should be made outside of the school day wherever possible. Where a child is persistently having time off because of illnesses, the school nurse may be able to help. In some cases a letter will be sent out requesting evidence of illness. If this is not provided in these cases, the absence will be unauthorised and may result in Education Welfare Service interventions or referrals.
<b>If your child has sickness or diarrhoea:</b>	If a child is absent due to sickness / diarrhoea and this is due to a bug, parents are asked to keep their child off for 48 hours after the last bout of this. However, if this is due to food intolerance or severe coughing etc and therefore unlikely to be infectious, the child can return to school as soon as they are well.	If school policy has not been followed, we will contact parents for the child to be collected to avoid the spread of any infection.
<b>If your child's attendance falls below 90%:</b>	This could be due to various reasons and it is likely that the school are already working with you to improve your child's attendance.	At this point your child is classed as being a persistent absentee. Regular meetings will take place with school and the EWO to support in improving attendance. Other options of intervention and support could be an Early Help Assessment where professionals can become involved such as school nurse, health professionals and SENDCO.



**Attendance is always high on our priorities:** Because of this we feel that good communication is essential as well as rewarding good practices. Here are some of the things that school do to achieve this:

#### **Monday assembly:**

Attendance for every class is celebrated; each week the 2 classes with the best overall attendance receive a £5 credit which they save and 'bank' ready to spend at the end of the year on what the class chooses. The winning classes receive a large £5 note to display in their classroom.

We discuss the importance of coming to school regularly and arriving on time. Good attendance and punctuality are a lifelong expectation and these early messages build for a good future.

A postcard certificate is awarded in assembly each week to 2 pupils who have shown significant improvement or who have shown an excellent attitude to attendance. This gives them entry into the Golden Book and an invitation to the Golden Book film club.

#### **Termly:**

Each term an attendance information letter is issued to parents to inform them of their child's attendance level and provide advice around school policy and how improvements should be made where necessary. For those pupils with good to excellent attendance (97% and above), the letter will provide positive feedback and encouragement. Also termly certificates are produced and given out in assembly for the pupils with 100% attendance for each term when they will also receive a sticker and have a group photo which is displayed on our attendance board. Pupils with significant improvement for attendance/punctuality will also be rewarded.

#### **Communications**

Forms of communication, reporting and promotion are in the form of:

- Letters / half termly newsletters
- School Website / Leaflets
- Attendance display / notice board in reception
- TV slideshow – information and photo slides
- Certificates / stickers
- Prizes / Rewards

#### **Incentives/Rewards**

- Classes with the best weekly attendance receive a £5 credit in assembly to spend how the class chooses at the end of the year.
- Rewards are given to pupils when they achieve 100% attendance and also when significant improvement is seen over a period. These include stickers / certificates / gift vouchers and other treats.
- At the end of the academic year, the year 6's with 100% attendance will receive a special gift and certificate at their leaver's assembly. All other years with 100% are invited to an outing at the start of the new academic year such as to Frankie and Benny's for a meal and other treats.

#### **Your support**

Attendance is a team effort and our school needs your support as parents / carers in ensuring that your child is attending school every day. This enables them to reach their full potential whilst receiving the best education available. We are all really looking forward to reaching our attendance target this year by working together to achieve this.

#### **Our School Attendance Team**

Mrs C Lawson  
Headteacher

Mrs C Turner  
Attendance Officer

Mrs R Clark  
Attendance Assistant

Mrs C Hitchens  
Parent Support Advisor

Mr C Buckle  
Education Welfare Officer

**TOGETHER EVERYONE ACHIEVES MORE**