

Attendance at Old Park



At Old Park, we believe that good attendance and punctuality are key when it comes to successful learning.

The government recommends that children achieve 96% attendance over the school year to limit any impact that absence might have on learning.

Attendance %	Days missed	Lessons missed
95%	10 (2 weeks)	50
90%	19 (4 weeks)	95
85%	30 (6 weeks)	150
80%	39 (8 weeks)	195

School absence falls into one of two categories; **Authorised**, those which schools can give you permission for and **Unauthorised**, those which they will not.

Examples of absences which the school is unlikely to authorise can include:

- Sickness of a parent, or other family member
- Problems with transport
- Non urgent medical treatment
- School refusal or truancy
- Days off for birthdays, shopping trips
- Family Holiday
- Absences where no reason is given

Only the Headteacher is can decide if an absence should be authorised or unauthorised.

If your child will be absent from school, you must notify them by telephone call on the first day of absence. The school's Headteacher will decide whether or not to authorise the absence, depending upon the reason given.

We regularly monitor attendance as a school and identify where attendance is a cause for concern.

- **Excellent/good attendance (100%-96%)** is celebrated through rewards, certificates and other incentives.
- **Unsatisfactory attendance (95% - 92%)** will be monitored by the school and you may receive a letter outlining our concerns.
- **Poor attendance (91%-90%)** will continue to be monitored and you may be invited into school to discuss how we can support you.
- **Inadequate attendance (below 90%)**. At this point the school will work alongside services for young people and the family to improve attendance. If no improvement is made then a referral for prosecution may be made.

Holidays (Leaves of Absence)

A single two-week holiday in a school year results in a child missing over 50 lessons.

Any holidays or other absences during term time must be requested via a Leave of Absence form. These forms are available from the school office and must be completed and returned **14 days before** the start date of the holiday.

You will be notified of the school's decision promptly but please note that it is school policy to only authorise term time absences in exceptional circumstances. Where absences are unauthorised, it is also school policy to refer parents to the Attendance & Prosecution Service.

If Leave of Absence forms are not completed and returned promptly, we will also refer parents to the Attendance & Prosecution Service if we have evidence that children have been taken out of school during term time for holidays.

Lateness

Learning begins as soon as your child enters the classroom at 8.50am and children are registered promptly.

Children who arrive after registers have closed will be marked as late.

Persistent lateness can have as big an impact on learning as absence. Children who are 10 minutes late each day will miss an entire week's learning over a year. They will also be missing out on key reading and phonics lessons which take place first thing in a morning.

We monitor punctuality as a school and where we find it to be a cause for concern, you may be contacted via letter or invited in to speak to a member of staff.

Next Steps

Any child whose attendance falls below 90% will be considered persistently absent.

The Local Authority has the power to issue Education Penalty Notices on behalf of school to parents when there has been 10 unauthorised absences in any 3 month period or where an unauthorised leave of absence is taken. In the case of holidays, this is usually a fixed penalty fine for each parent. The fine is £60 which increases to £120 if unpaid after 28 days.

However, irregular school attendance may also be heard in magistrates court and if convicted may be prosecuted under section 444 of the Education Act 1996 and could be subject on summary conviction -

(a) Under s444 (1) a fine not exceeding £1000

(b) Under s444 (1A) a fine not exceeding £2500 or 3 months imprisonment (or both).