





## ATTENDANCE POLICY

<b>Date Reviewed</b>	19 <sup>th</sup> March 2026
<b>Signed Headteacher</b>	
<b>Signed Chair of Curriculum &amp; Standards</b>	
<b>Date Revised</b>	Spring Term 2028

Rednal Hill Infant School and Nursery Class is committed to providing “a happy, caring, welcoming atmosphere in which high quality education enables each child to strive to be the very best they can be”. This can only be fully achieved if each child attends school regularly and is punctual.

**Attendance is a key part of the school safeguarding policy.**

**There are two main categories of authorised absence:**

1. When the pupil is prevented from attending by sickness or illness and a parent shows medical evidence to confirm this.
2. If a day is exclusively set apart for religious observance by the religious body to which his/her parent belong.

*Any other reasons for absences are unauthorised unless agreed by the Headteacher*

Frequent absences from school can adversely affect a child’s education (*see Appendix 1*). It is therefore important that school and homework in partnership to ensure a high level of attendance for each child.

#### **The Role of Parents**

- As required by law, parents should ensure children attend school every day unless the child is too unwell to be in school.
- Parents are also expected to ensure that children attend school on time, each day.
- If a child is ill or there are other urgent reasons why a child is unable to attend school, the School Office should be informed by telephone, or via the StudyBugs app on the day of absence, before 9.30 a.m.
- Medical or dental appointments should be made out of school hours, whenever possible.
- If the school is not informed of an absence and /or no acceptable reason is given it will not be authorised by the Headteacher.
- If a parent is sick, alternative arrangements should be made to ensure the child gets to school. Any absence due to a parent’s sickness will not be authorised.
- National guidelines state all holidays taken in term time will be unauthorised. In line with LA policy, school termtime leave of more than 5 consecutive days may result in a fine. Urgent requests for leave of absence for any reason should be discussed with the Headteacher.

#### **The Role of School**

##### **Monitoring**

- School informs parents, annually, in writing, of expectations regarding attendance.
- All parents receive a half-termly written update on their child’s attendance, giving absences in number of days (even if the child has had zero days off).
- The school follows a “first day absent contact” policy. If a child is absent from school without explanation the school will contact the parent on the first day of absence by 9.30 a.m. by text. If there is no response from the parent, this will be followed up by a telephone call/s.
- The School Office and Inclusion Team monitor attendance daily. Any child with attendance below 95% is noted and monitored. Children with attendance below 90% will be contacted by letter and if no improvement an parents will be invited to an attendance meeting where school will aim to explore and support with the barriers

to attendance. This includes referrals to the School Nursing Team, nurture within school, further conversations and signposting to external agencies

- If no significant improvement is noted over a short period parents will be instructed to attend a more formal meeting with a member of the Inclusion Team (with responsibility for attendance) to discuss targets and future action. Home school agreements may be drawn up and further meetings booked. Outcomes will be discussed within the Inclusion Team to ensure the family receives any support they may require to ensure the child attends school regularly.
- Persistent absentees (attendance below 90%) will be closely monitored and recorded on a case study basis by a designated member of staff. Individual action plans may be put in place and concerns recorded on the safeguarding system My Concern. StudyBugs provides live information around deteriorating and improving individual trends and helps structure discussions.
- If an unacceptable pattern of absence emerges the school will follow the Birmingham advice on 'Fastrack to Attendance' procedures. In exceptional cases court proceedings and a considerable fine will be issued. The Inclusion Team will be involved in meetings about persistent absentees.
- Punctuality and lateness is monitored weekly by Classteachers, the School Office and Inclusion Team. The Headteacher is informed and if this persists then a letter is sent to the parents.
- If punctuality/lateness continues to be poor the Headteacher will request a meeting with the parents and this may result in further action being taken and could result in court proceedings.
- Groupcall messages can also be sent to remind parents of attendance meetings, notify them of increasing amounts of late marks or offer Early help and literature and links can be added to StudyBugs messages

#### Positive Recognition of Good Attendance

- Attendance is the cornerstone of safeguarding and our whole staff approach underpins our attendance policy.
- All children who are in school everyday receive weekly attendance stickers to recognise this. Therefore children who are classed as persistently absent can be praised as soon as they have a week of 100% attendance. These stickers are celebrated in Congratulations Assembly.
- Certificates (GOLD, SILVER and BRONZE) are given out in assembly every half term. This enables children whose attendance has improved to be celebrated fairly immediately, even if their overall total is still below national expectations.
- Those children with 100% attendance through the whole year will be recognised and rewarded with a school hoodie embroidered with "100% attendance".
- Special rewards in the form of day trips are awarded to pupils with two or three years of 100% attendance.
- The School promotes good attendance through whole school attendance, via the Rednal Rag newsletter and school website. Teachers are actively involved in monitoring patterns and engaging with families at the classroom door. SLT ensure they are informed about individuals and can welcome back children and praise resilience.

#### The Role of the Governing Body

- To be kept informed by the Headteacher termly of the school's attendance targets and success in meeting the targets for key pupil groups.
- To challenge and discuss patterns of attendance and school's actions around these, in line with the whole school approach to attendance.

REDNAL HILL INFANT SCHOOL AND NURSERY CLASSLATE ARRIVAL AT SCHOOL

When your child arrives late at school she/he misses both the social, nurturing time at the start of the day as well as the teacher's instructions and the introduction to the lesson. Your child may also feel awkward at having to enter the classroom late.

Minutes late per day during the school year	Equates to teaching lost in a year
5 mins	3.7 days
10 mins	7.4 days
15 mins	10 days
20 mins	14.7 days
30 mins	22 days

Frequent lateness can add up to a considerable amount of learning lost, and can seriously disadvantage your child. Classroom doors open at 8.45 a.m. Please help your child to be punctual. Nursery Class also begins at 8.45 a.m. for the morning session, and 12.30 p.m. for the afternoon session.

Absence from School

Children are required to attend school for 190 days each year. The Local Authority target for attendance in Primary Schools is at least 95%. The school's target is 96+%

Attendance during one school year	Equates to days absent	Which approximately equates to weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks

75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

