





## ATTENDANCE POLICY

<b>Date Reviewed</b>	6 <sup>th</sup> March 2024
<b>Signed Headteacher</b>	
<b>Signed Chair of Curriculum &amp; Standards</b>	
<b>Date Revised</b>	Spring Term 2026

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 home work 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 ill.
- 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 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 parent’s sickness will not be authorised.
- National guidelines state all holidays taken in term time will be unauthorised. 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.
- 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.
- The School Office and Inclusion Team monitor attendance daily. Any child with attendance below 95% is noted and monitored.
- If no significant improvement is noted over a short period parents will be instructed to attend a 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.

- 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.

#### Positive Recognition of Good Attendance

- Recognise children who's attendance has increased from being persistently absent with attendance stickers.
- The School promotes good attendance through the use of the Weekly League Table and Whole School Attendance Target in Congratulations Assembly each Friday and via the Rednal Rag newsletter and school website.
- Weekly 100% attendance is rewarded with attendance stickers, which is celebrated in assembly.
- At the end of each half term children are presented with bronze, silver and gold awards to recognise individual attendance.
- 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 Role of the Governing Body

- To be kept informed by the Headteacher annually of the school's attendance targets and success in meeting the targets.

REDNAL HILL INFANT SCHOOL AND NURSERY CLASSLATE ARRIVAL AT SCHOOL

When your child arrives late at school she/he misses the teacher's instructions and the introduction to the lesson. Your child may also feel embarrassed at having to enter the classroom late.

Minutes late per day during the school year	Equals days' worth of 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. School begins at 8.55 a.m. Doors open at 8.45 a.m. Please help your child to be punctual. Nursery Class 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	Equals days absent	Which is approximately 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