



#### **Attendance Policy**

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

**For children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day on which the school is open unless the reason for the absence is exceptional.**

Regular attendance is essential if children are to make good progress in their learning. It enables them to keep up with the work and also maintain contact with their friends. Poor attendance creates the problem that having missed lessons children find it harder to understand subsequent work. School is an important and essential part of our children's lives if they are to do well and be successful. Establishing good habits for attending school every day and on time now will set our children up well for the future and ensure that they 'Dream, Believe, & Shine'.

Our School Attendance Policy has recently been revised in line with the Local Authority Attendance Policy and our new policy came into effect from 1<sup>st</sup> September 2019. It is very important that you find the time to read the policy which can be found on our school website ([www.dogsthorpeinfants.co.uk](http://www.dogsthorpeinfants.co.uk)) or in the foyer near the school office.

**Our Attendance Co-ordinator, Mrs Gardner, is happy to discuss any issues or concerns you have surrounding your child's attendance. She can be contacted at the school office.**

#### **Leave of Absence**

Any leave of absence, which is not illness, must be applied for in advance. Forms are available from the rack in the main foyer. You must supply as much evidence as possible to support your request i.e. travel booking documents. These must be a copy of the original documents showing when the flights/ferry were booked, when you are going and returning – boarding passes will not be accepted. Without these documents the absence will automatically be unauthorised. Any other evidence you can provide is essential.

We have a duty of care to know where our children are so please talk to us if you require leave of absence for your child - do not just disappear on us! If you take leave and do not tell us then we will follow our Safeguarding procedures to establish where you are. This will include a home visit and if this proves unsuccessful we may contact the police for a 'Safe & Well' check.

#### **Attendance Rewards**

##### **Weekly Awards**

Classes achieving 95% or more for their weekly attendance will receive a star. For every 5 stars they earn a prize will be given.

##### **Termly Awards**

Awards will be given out for 100% & 99% for the term. Children achieving 100% will be entered into a prize draw.

##### **Annual Awards**

Awards will be given out for 100% for the year!

Please see our Weekly Comet & school website for attendance news updates!

#### **Medical Appointments**

Please inform us if your child has an unavoidable medical appointment during school hours. Where possible, please give at least 24 hrs notice.

We will need to see evidence of this appointment such as a letter, appointment card or text message. If you cannot provide evidence, then the absence will not be authorised. Please aim to book medical appointments outside of the school day where possible.

Remember if the appointment is after 9am then your child can always come into school first and then you collect them prior to the appointment.

#### **End of Day Collection**

School finishes at **3:15pm** and children do become distressed if they are collected late. We appreciate that unexpected delays can occur, but please do give us a call to let us know if you are going to be late.

Persistent late collection is closely monitored.

If a child has not been collected by 4.00pm, (4.30pm if attending an after school club) without us being informed as to why, then we will contact the police as this then becomes a safeguarding matter.



## Dogsthorpe Infant School

### Guidance on Attendance for Parents/Carers.

Attending school every day and on time is a key factor in your child's progress. Persistent absences and lateness has a detrimental impact on your child's learning and creates a barrier to them becoming the best that they can be.

At Dogsthorpe Infants, we aim to work in partnership with parents/carers to ensure that your child has the very best attendance possible. We expect you to share in this commitment by following these guidelines:

- ❖ If your child is going to be absent from school please ring us. The answerphone is on overnight; please leave your name, your child's name and class and the reason for absence. It is **YOUR** responsibility to contact us in the case of absence.
- ❖ If your child is just feeling a little 'under the weather' then still bring them in. We find that children often brighten up once they are busy at school; if we feel they are not fit for school we will contact you.
- ❖ All illness **over 3 days** should be supported by medical evidence – this can be a letter from the doctors or you can bring in any medication that your child has been prescribed and we will photocopy it. If your child is prescribed antibiotics they **do not need to be off for the whole course**. Medical advice is that a child can return to school after taking up to 3 days of antibiotics. If you choose to keep your child off for any longer period then we would need to see proof from the doctors that this absence from school is necessary. Without further evidence the absence may be unauthorised. The school cannot administer antibiotics during the day but parents are welcome to come in at lunchtime to give them.
- ❖ **Doors open at 8.45am and children must be in on time to start learning promptly at 8.50am.** Learning starts as soon as your child comes in so being late leads to missed learning opportunities. If you are running unavoidably late then ring us so that we know you are on your way.
- ❖ Registers are completed at 9am and will be closed by the class teacher. Your child will receive a late mark ('L') if they are not in by that time. If your child arrives after 9.15am then it will be classed as an 'Unauthorised Absence' ('U'). The code given will show that the child is on site, but arrived after the register had been finalised. This may mean that you could face the possibility of a Penalty Notice if the problem persists. If your child comes into school via the main entrance, after 8.50am, even if it is before the registers have been closed, you will be asked for a reason for being late.
- ❖ **School finishes at 3:15pm** and children do become distressed if they are collected late. We appreciate that unexpected delays can occur, but please do give us a call to let us know you are going to be late. Persistent late collection is closely monitored.
- ❖ Inform us if your child has an unavoidable medical appointment (where possible at least 24 hrs beforehand). We will need to see evidence of this appointment such as a letter or appointment card. If no evidence is provided then the absence may be unauthorised. Please aim to book medical appointments outside of the school day unless it is an emergency.
- ❖ Talk to us if you require leave of absence for your child. **This will only be authorised in exceptional circumstances; no family holidays will be authorised** and may incur a penalty fine of £60 per parent, per child.
- ❖ If your child's attendance falls below 94% then we will write to advise you of this
- ❖ If your child's attendance falls below 90% then you will be invited to a meeting with the Headteacher and/or Governors. Failure to attend or improve attendance can lead to a penalty notice being issued by the Local Authority.
- ❖ Come and talk to us if you are finding it difficult to get your child to school. If there is a problem then we need to know about it so we can help.

***Establishing good habits for attending school every day and on time now will set our children up well for the future and ensure that they 'Dream, Believe, Shine'.***