



Goldenhill Primary Academy



Head teacher: Mr. S Martin BA (Hons).NPQH

"Everyone shines at Goldenhill"

Broadfield Road, Goldenhill, Stoke on Trent.
ST6 4QE.

Tel: 01782 235790 Fax: 01782 235791

Monday 18th November 2019

Dear parent/carers,

RE: Pupil Attendance Policy

We believe that **ALL** our pupils should be given the best chance to do well in life. We know that coming to school on time, every day, is important if your child is to get the best start. There is a clear link between good attendance and good results, and we want to work together with you to achieve this by:

- Encouraging all pupils to arrive on time, ready to learn
- Talking to each other if there is a problem which is causing your child to miss school
- Recognising and rewarding good attendance
- Encouraging you to play a vital role in supporting our school and helping your child to succeed
- Working with school to achieve our attendance target

Our academy target for attendance this year is 96%

Did you know?

90% attendance in your child's life = 1 year missed at school!

10 minutes late every day = 33 hours lost learning each year

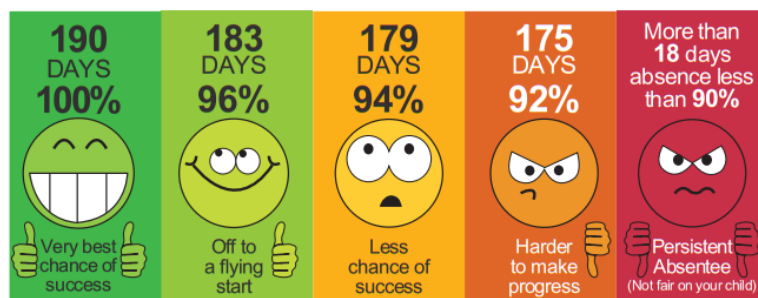
1 day absence every week = 2 months lost learning each year

Arriving 5 minutes late every day adds up to 3 full days of school lost

Arriving 15 minutes late every day adds up to 2 full weeks of school lost

Arriving 30 minutes late every day adds up to 19 full days of school lost

There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



What our academy expects from parents and carers:

- The Law says that your child has to have full time education between the ages of 5 and 16, and that you as the parent/carer are responsible for making sure they receive this. We expect this to start as soon as any child joins our school family and expect that parent/carers will help us by starting good attendance habits early
- To contact the office on the first day and any subsequent days of absence if your child is not coming to school
- To tell us if there is any problem that is stopping your child from coming to school
- To make appointments for the dentist, doctors etc. out of school time whenever possible
- To only keep your child off school if absolutely necessary
- Any leave of absence from school must be requested in advance

What the academy will provide:

- A good education, which is dependent upon regular attendance at school
- Regular information about how your child is progressing in school and prompt action in response to any problem you tell us about
- Contact from school if any absence is unexplained
- Encouragement for your child to attend regularly and on time
- Regular praise and rewards for improvements in attendance
- Encouragement and celebration of good attendance
- Notification to parent/carers over concerns regarding attendance through a tiered letter system

Reporting Absence

If your child is going to be absent from the academy, where possible give notice of this in advance.

Examples of this would include –

- Illness/Medical appointments
- Dental appointments
- Pre arranged visits or other appointments
- Holidays in term time

We would hope that where possible you arrange dental appointments during holidays or before or after school.

If your child is unable to attend the academy for any other reason, and it is not possible to pre warn the academy of this, we need, where feasible, to be informed on the first day of absence by phone or some other contact with the academy.

You can telephone on 01782 235790 or email us on office@goldenhillprimary.org.uk

If the absence continues please contact us on the second day of absence.

If we are not informed, we will endeavour to contact you via text or phone on the first day to ensure that you are aware of the non attendance and then we can try to ascertain if the reason for absence is anything we can help and assist you with. We will make every effort to improve a child's attendance but if we are



unable to help improve or address the underlying problems, we may consider the next step in our procedure.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate responses are in place for children who are absent from school or who go missing from education.

Persistent absence:

If attendance drops to 90% pupils are identified as 'Persistent Absentees'. A formal letter will be issued to parents/carers about their child's attendance record.

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason.

Holidays in term time:

Children between the ages of 5 and 16 are not legally entitled to holidays in term time. We would ask that you consider the impact of your child missing time from school, even at a young age. It can prove difficult to settle a child after any absence, particularly a holiday. She/he will have missed valuable learning and may find difficulty making friends again after a long absence. Parents/carers can receive a fine for taking their child out of school for a holiday.

- If you intend to take your child on holiday in term time please ensure that you have informed the school. You should read the academy policy relating to pupil attendance which is available on the academy website <https://www.goldenhillprimary.co.uk/policies/> and complete a leave of absence in term time request form explaining why you are doing so.
- The Head teacher can only authorise a holiday under exceptional circumstances, there is no automatic right to take leave.
- Any parent taking a child out of school without authorisation is liable to receive a fixed Penalty Notice fine of £60.00 (per parent/carer per child) payable within 21 days. If unpaid the fine increases to £120 with a further 7 days to pay and, if still unpaid, a summons is issued for the unpaid fine.



Code of Conduct for Issuing Penalty Notices

This code sets out the criteria that will be used to trigger the use of a penalty notice.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.

Penalty Notices may be considered appropriate if one of the following criteria is met:

- There is unauthorised persistent absence. "Persistent" means at least 20 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.
- There is a period of absence not authorised by the head teacher or in excess of the period authorised by the head teacher(e.g. family holiday).
- Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 10 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.
- The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.
- A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

Other conditions.

- There will be no limit on the times a Penalty Notice for unauthorised leave of absence can be used in an academic year.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.

Thank you for you continued support.

Mr. S Martin

Head Teacher

