



Missing out on school means missing out on learning, socialising and succeeding.

Lets work together to improve attendance-

The better your child's attendance the more they can achieve at Arden!

The School MUST make a note of absences every day.

If your child is unable to attend school you must notify the school with a specific reason for the absence.

What counts as an authorised or unauthorised absence?

Providing an explanation has been received, an absence can be authorised for:

- Illness.
- Urgent dental or medical appointments.
- Day of religious observance.
- Family bereavement.
- Attending an interview.
- Exceptional special circumstances e.g. close family member taken to hospital.
- Holidays that have been authorised by the Head Teacher

It will remain unauthorised if:

- No reason is given for an absence.
- Minor illnesses such as mild coughs and colds or being tired.
- Birthdays.
- Shopping trips.
- Holidays where permission has not been sought or where the child leaves earlier or returns to school later than agreed .

What is expected at our school?



Good attendance and punctuality at school supports learning, at Arden we expect your child to be in school and on time every day.

What should parents do...

- Parents should ensure their children attend school regularly and on time.
- Parents should notify the school as soon as a pupil is absent with a specific reason.
- If a child arrives late, parents will bring their children to the office and sign them in.
- Parents should try not to make medical or dental appointments for their child during school hours. If appointments are made within school time, parents will provide the school with a copy of an appointment card or letter.
- Parents will seek permission from the Head Teacher for leave of absence.
- Parents will provide evidence where there are persistent absences or any doubt as to whether the absence should be authorised.



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Arden Primary School

Attendance Policy for Parents

Improving attendance at Arden Primary School is the responsibility of everyone in the school community; parents, pupils and all of the staff.



The Education Act 1996 states that all pupils should attend school regularly and punctually.

Parents have a legal responsibility to ensure school attendance.

What the school will do



Every child's attendance is monitored. When this falls below what is expected, measures are taken to improve it.

Services For Young People will also monitor our registers and ensure that we are following procedures correctly and support families for whom attendance is of particular

If a child is absent from school we will contact home on the first day of absence where no explanation has been received.

When a child's attendance falls below what is expected, the school will inform the parents by letter or a telephone call.

If after a period of monitoring, the attendance level fails to improve, parents may be invited into school to discuss things further. The Head Teacher and Local Authority may attend this meeting. When significant amount of absence relates to illness we will request medical evidence in order to authorise further absence.

If your child's attendance remains below what is expected, a referral to the Local Authority may be made. If significant progress isn't made, they may consider legal proceedings.



Excellent attendance and punctuality will be rewarded at Arden.

Key Stage Classes of the Week will look after our attendance bears. Children and classes will receive certificates and stickers for achieving 100% attendance and being perfectly punctual.

Children who have 100% attendance each term will be invited to attend a special attendance party!

Those who achieve 100% attendance for a whole academic year will receive special recognition.

Our children know that attending school regularly and on time is important because...



'If you have lots of days off school, you miss lots of work. It's hard to

'If you are late, you miss the start of your lesson then you don't know what you are supposed to be doing.'

'You miss playing with your friends at play time.'

'You might miss fun things- like 'Golden Time' or you could miss out on being star of the day'

Holidays

Any holidays taken during term time must be authorised by the school prior to the leave of absence. Any unauthorised leave of absence may result in a fixed penalty fine for each parent.

In accordance with legislation and guidance from the Department for Education (DfE) approval for leave of absence in term time will rarely be given.

This year our school attendance target is 95.7 %

We use a traffic light system to monitor attendance and identify where attendance is a cause for concern.

Excellent -	98-100%	Celebrated with certificates and prizes and special parties
Good Attendance	95-98%	
Unsatisfactory attendance	92-95%	Our Learning Mentor will work with other staff and may contact the family to identify reasons for low attendance and the effect this has on progress
Poor attendance	90-92%	A letter may be sent to parents highlighting concerns and inviting them into school to discuss concerns.
Very Poor attendances	Under 90%	School will work alongside Services for Young People and the family to improve attendance. If no improvements are made a family may be prosecuted

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. This is a fixed penalty fine for each parent. The fine is £60 which increases to £120 if unpaid after 28 days.