

Cherry Orchard Primary School

Attendance Procedures

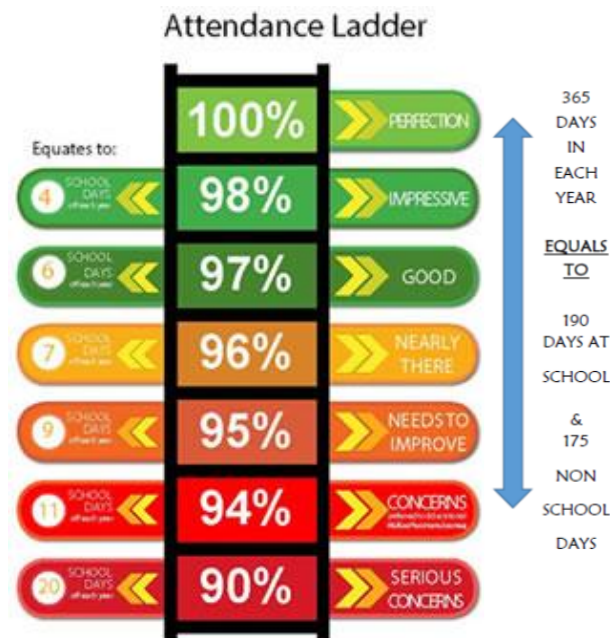
Attendance Matters:

At Cherry Orchard Primary School, we believe that good attendance is vital for all children to be confident, happy and independent learners. Good attendance is 97% or above – no more than 6 days off school in a year.

Our aim is to give a clear and consistent message to parents/carers and children in our school, which we will constantly reinforce in our day-to-day work.

Good attendance is a priority at Cherry Orchard and our target is to achieve **97% or above** by the end of this academic year.

It is an expectation that all children attend school every day because 'Every minute of every day matters'.



What is expected of Parents and Carers at Cherry Orchard Primary School:

- **Good attendance** – Parents/carers have a legal duty to ensure that their child/children are in school every day as it is vital for learning and promoting essential life skills
- **Good punctuality** – Parents/carers have a responsibility to ensure that their child/children arrive on time each day in school (so lessons can start at 8:45am) and are prepared for the day ahead
- **Medical/Hospital/Dental Appointments** – Where possible, and unless in an emergency situation, appointments should be taken outside of school hours or in holiday periods. Appointment letters/notifications should be provided to the school office when notifying us of the absence.
- **Absences due to illness** – Parents/carers have a duty to notify the school if their child/children are absent for any reason and this needs to be done as soon as possible and certainly before 9:15am. School will contact parents/carers if notification is not received by this time.
- **Holidays** – Holidays are not permitted in school term time. All holidays are unauthorized except in exceptional circumstances.

Persistent Absence

The Department for Education (DfE) states that 'persistent absence (PA) is a child who misses 10% or more of the school year', equivalent to 20 plus school days. Children without a valid medical reason for being absent may be put onto a support plan monitored by our Trust Attendance Officer and, if attendance does not improve, could be referred to the Local Authority Education Investigation Service who may take legal action.

Leave of Absence (holidays)

The Department for Education (DfE) states that the Head Teacher may not grant any leave of absence (holidays or days off) during school term time, unless there are exceptional circumstances. We strongly discourage parents/carers from taking their children out of school for any leave, as it has a negative impact on their learning. Please support us with your child's education by ensuring that they are in school every day.

Forward Planning

We ensure that our school website is kept up to date with all the term dates for at least 12 months in advance, therefore there should be no reason why holidays are accidentally booked in term time.

In total, there are about 13 weeks in the year when school is closed, giving plenty of opportunity for family holidays. In addition, we do try to add our training days (TEDs) onto half terms to enable families to go away a day before the official holidays start. We fully appreciate and understand that there are financial implications for families but please don't underestimate the huge learning implications that time off from school has on your child.

Should you wish to withdraw your child from school for a holiday, by law parents/carers have to apply for permission in advance. This should be made by completing the form available from the office or from our website, preferably 4 weeks before the expected date of leave.

Attendance Policy

A copy of our latest policy is on the school website for you to view. The updated policy outlines the responsibilities of the school, parents/carers and children in relation to attendance and punctuality. This includes how we monitor attendance, the different types of absence and fixed penalty notices for irregular attendance and leave of absence.

What you can expect from Cherry Orchard Primary School:

- Playground gates open at 8:30am
- School day (taking the register and lessons) starts at 8:45am
- School will phone/email all adults on the child's contact list if no message of absence has been received
- Home visits may be carried out if we are unable to make contact
- We will work in partnership with the MAT's Attendance Officer and the Local Authority Education Investigation Service
- Children with poor attendance (and their families) will be supported in school to ensure attendance improves through attendance support plans and meetings
- We will offer additional support when exceptional circumstances affect a child's attendance

- 100% attendance will always be recognised in our school
- School attendance will be shared in our weekly newsletter
- Class attendance is displayed in the school hall
- Class reward for the class with the highest attendance each term
- Good and improving attendance will be recognised

We are committed to working towards the goal of 100% attendance for all children at Cherry Orchard Primary School.

Impact of absence on a child's attendance (by the end of each academic year)

Number of days absent	% Attendance	Attendance rating
0 days	100%	Outstanding
1 day	99.5%	Outstanding
2 days	99%	Outstanding
3 days	98.5%	Outstanding
4 days	98%	Outstanding
5 days (1 school week)	97.5%	Good
10 days (2 school weeks)	95%	Average (Needs to improve)
15 days (3 school weeks)	92.5%	Poor (School intervention)
20 days (4 school weeks)	90%	Persistent Absentee (Possible legal action)
25 days (5 school weeks)	87.5%	Persistent Absentee (Possible legal action)
30 days (6 school weeks)	85%	Persistent Absentee (Possible legal action)

Punctuality

As with absences, a child who is late for school will lose opportunities to learn. At Cherry Orchard, school starts at 8:45am and as soon as children are in their classrooms, learning begins. A few minutes each day quickly adds up to significant amounts of time and lost learning.

Lost minutes = lost learning

Minutes late per day	Equivalent amount of school days lost per year
5 minutes late	3 days
10 minutes late	6 days
15 minutes late	10 days (2 school weeks)
30 minutes late	19 days (almost 4 school weeks)

Please help us to ensure that your child receives the very best possible education that they can by ensuring that they are in school every day and that they are on time.