**ATTENDANCE AND PUNCTUALITY**

At Reedley Primary School, we believe that all students are only able to achieve their potential if they attend school punctually and avoid missing lessons. We expect students to achieve 96% attendance or above, ideally 100% and perfect punctuality. Individual student records prove that this is achievable.

**What constitutes good attendance?**

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. We grade attendance as follows:-

100% = excellent attendance

98% = very good attendance

96% = good attendance

Each year, a number of students in every year group achieve 100% attendance records, showing that this is an achievable target. In addition, a number of children have achieved this level of attendance in successive years. Children who do achieve 100% attendance will receive a gold badge at the end of the school year. Children who achieve attendance of 96% or above will receive a coloured badge at the end of the school year.

**Attendance figures below 90% are of real concern.  Consider the following examples:-**

* 90% is the equivalent to missing **one day per fortnight**
* 80% is the equivalent to missing **one day per week**

**Good attendance contributes to:**

* personal and social development
* continuity of learning making retention and progress easier
* success in tests and examinations
* good references for secondary education
* a reputation for reliability

**What does the school do to encourage good attendance?**

* Class competitions and rewards
* Individual rewards for students with good and excellent attendance records
* Regular attendance information sent to parents/carers to assist them in monitoring their child’s attendance
* Regular promotion of good attendance in assemblies, the Newsletter, the school website
* Regular reports to governors
* Computerised registration system which is monitored
* A member of the office staff dedicated to the administration of attendance
* Contact with parents/carers when students absent or late
* Support for students and parents/carers where attendance difficulties are emerging

**Parents/carers make a vital contribution to their child’s attendance by:**

* supporting their child in achieving 100% attendance
* monitoring their child’s attendance by checking the report which is sent home termly
* avoiding dental/medical appointments during school time
* ensuring their child arrives punctually at school
* encouraging their child to catch up on work missed through absence
* informing the school in the morning if their child will be absent and why they are absent
* taking vacations during school holidays and NOT in term time

**The school has a responsibility to:**

* record daily, students’ attendance and punctuality
* provide attendance and punctuality percentages
* monitor all attendance and punctuality
* share concerns with regard to attendance and punctuality with parents/carers and the school’s Attendance Service
* decide whether to authorise student absence from school (see below)
* set attendance targets

**Authorising Absence**

Only the school can authorise absence. Government guidelines are specific and allow the school to authorise the following:

* medical appointments, not dental check-ups
* student illness
* religious observance where applicable
* family bereavement authorised for up to three days

**Examples of absence which have not been authorised** in the past include:

* shopping trips
* hair cuts
* “looking after” brother/sister, cat/dog,
* visiting an elderly relative etc.
* arrival after the close of the register (9.30am)
* truancy
* day trips
* holidays taken during term time, including going to weddings
* days off to celebrate birthdays.

**Unauthorised Absence Fixed Penalty Notices**

If a child has ten school sessions (i.e. five school days) lost through unauthorised absence, Lancashire County Council is able to serve parents/carers with a Fixed Penalty Notice. The School refers parents/carers who remove their child for a holiday to Lancashire County Council for the issuing of a Fixed Penalty Notice. The fine is £120 per parent per child which is reduced to £60 per parent per child if paid within 21 days of receipt of a Penalty Notice.