

PUNCTUALITY

Pupils are expected to be within the school grounds before 8.40am

- Pupils arriving after this time up until 9:05am will be recorded as 'L' (late before register closes).
- Pupils arriving after 9:05am will be recorded as 'U' (late after register closes) and will therefore be marked as an unauthorised absence.
- Punctuality issues will initially be addressed with the parents/carers by correspondence; however this may lead to more formal meetings in school.

The Local Authority will be asked to issue a Penalty Notice on the school's behalf for any unauthorised absences of 10 sessions or more in a 10 week rolling period, (a session is 1 half day).

At Zaytouna we use a range of incentives to encourage and support the drive to achieve good attendance and punctuality. This includes:

- Weekly attendance and house points with an award for the winning class.
- Class prizes for the overall winning class each half-term.
- Special prizes for individual children achieving 100% attendance over a certain period.
- Recognition of 'most improved attendance'
- A range of other incentive schemes and attendance based prizes including: tickets to local events; school trips to local attractions; vouchers and coupons for local businesses; certificates and stickers for pupils.

If you would like to read the Attendance Policy in full then you may access it by:

- Requesting to see a copy of the policy at the school office
- Visiting the school web-site
- Purchasing your own copy of the policy for a small fee

ZAYTOUNA PRIMARY SCHOOL ATTENDANCE AND PUNCTUALITY

PARENTS/CARERS SUMMARY



PROMOTING AND MAXIMISING SCHOOL ATTENDANCE IS EVERYBODY'S BUSINESS!

“Good attendance, including punctuality, is essential to raising the educational attainment of all pupils and affording them the best possible life chances following statutory education. In order to achieve this, children and young people need to attend school regularly and be equipped to learn. Children cannot learn if they are absent from school.”

What should you do?

- Ensure your child attends school every day they are well enough to do so
- Inform the school before 9.30am if they will not be in school and explain why
- Make appointments outside of school hours where possible
- Seek medical advice on when children should/should not attend school
- Return your child to school immediately after an appointment

What happens when your child is absent?

You must inform the school before 9:30am on any day which your child is going to be absent. It is your responsibility to do this and you should do so by telephone, email, app or in person at the school office.

Any failure to inform the school of reasons for absence will be officially recorded and may result in a home visit from our Attendance Officer or another member of school staff. Where a reason is not provided any absence will also be **unauthorised**.

Any child, who is absent for more than 3 days may need to bring in medical evidence as proof of illness.

If a child's attendance falls below 90% they are classed as a Persistent Absentee (PA) and a serious concern for the school. Parents/carers will be notified of this and steps will be taken to address the issue. This could include:

1. **Parents/carers being invited to attend a formal review of their case in school.**
2. **Any further absences being unauthorised unless one of the following is shown to school: a medical certificate, a letter from a medical practitioner or a dated prescribed medication.**

In any situation where a child accrues sufficient unauthorised absences, and/or a Persistent Absentee's attendance remains a concern, a referral will be made to the Education Welfare Service. All schools must notify the Local Authority when a child has or is likely to miss 15 days due to illness.

ABSENCES IN TERM TIME (INCLUDING FAMILY HOLIDAYS)

The Department for Education have determined that schools can no longer authorise holidays in term time. If families choose to take their child out of school during term time a referral may be made to the Education Welfare Service who will issue a penalty notice.

A Penalty Notice incurs a fine of £160 per parent, per child if paid within 28 days, reduced to £80 if paid within the 21 days.

- **An Education Welfare referral may also be submitted if the school is informed or suspect that a family has been on holiday whilst suggesting to the school another reason of absence. It will be up to the family to prove that they have not taken a family vacation.**
- Children/young people taken out of school for a holiday will have the non-attendance recorded as an unauthorised absence.

LEAVE OF ABSENCE

Schools have a discretionary power to grant a child time off school during the term if they believe that there are extenuating circumstances or compassionate reasons that justify the leave. **This is not a holiday in term time. Cheaper travel costs are NOT exceptional circumstances.**

- **Requests are treated on a case by case basis. If the request is refused then any absences taken on the dates requested will be recorded as unauthorised absences.**

Such requests receive a response in writing that addresses the following points:

- **The expected date of return**
- **That the parents/carers are expected to contact the school if anything delays the child returning to school when expected**
- **What action will be taken if the child fails to return when expected**

Similarly, a letter will be sent out should a request be refused, stating what action will be taken if the parents/carers ignore the refusal.