

Attendance Monitoring

School's attendance policy is now based on four waves of support detailed below. We monitor children whose attendance is a cause for concern and falls within these waves until such time as their attendance shows a sustained improvement.

Wave 1: child's attendance drops below 96%, Text home stating initial concern, added to tracker and monitored.

Wave 2: attendance drops below 93%, letter 1 raising awareness that the child is at risk of becoming Persistent Absence. Learning mentor will discuss any concerns with the Safeguarding Team and possible referral to the Early help team will be considered. Consideration will be made for all medical evidence provided by the family.

Wave 3: Letter 2 triggered when attendance drops below 90%. This is now classed as Persistent Absence. Parent(s) invited to a formal meeting with our Head Teacher to discuss support and actions to improve. Possible referral to the Early Help Team.

Wave 4: Attendance drops below 85%, referral made to The Wickersley Partnership Trust Attendance Panel for a formal meeting with a Trust representative and a Governor. Possible

enforcement warning letter and prosecution could follow if there is no improvement.



Late arrivals

Parents have a responsibility to ensure that their child arrives on time.

Arriving between 9am and 9.30am will result in a late mark and will be unauthorised. Late arrivals will affect their ability to settle in school and reach their full potential. In exceptional circumstances Late arrivals will be authorised by the Head Teacher.

If school believes that a child is truanting, immediate action will be taken.



Please help us to promote good attendance in school – you really do play an important role.

Rawmarsh

Ashwood Primary



Through regular attendance pupils can:

- Build friendships and develop social groups and life skills.
- Engage in essential learning and other school social events.
- Achieve their full potential.

What does the law say?

All children of compulsory school age – between 5 and 16 – must receive a suitable fulltime education. As a parent you are responsible for registering your child at school or making appropriate alternative arrangements. You are also legally responsible for ensuring that your child attends school

regularly. Failure to do so will result in legal action by the Local Authority which could involve a penalty notice or being taken to court.



Attendance rewards:

Each week, the class with the best attendance wins 'Star Bear' for their classroom. An attendance Poster is on display in the hall and classes compete for the best attendance over the term.

Every term we hold a celebration assembly where all 100% attendance achievers are awarded a certificate and entered into a draw to win a £20 gift voucher. Every child who achieves above 97% is in with a chance to win a £5 gift voucher. At the end of each academic year all children who have attended school every single day of the year will receive a £5 gift voucher.



Daily attendance procedure:

School gates will open at 8.45am and close at 9am.

To receive a mark, children must be in class and settled by 9am when the register closes.

If your child is unwell, you must inform school before 9am on every day that your child will be absent. If you reach the answer phone, please leave your child's name, year group and all symptoms. 'Feeling unwell' is no longer sufficient.

If we do not know why your child is absent we will:

1. Send a text to parent asking them to contact school with a reason for the absence
2. If no contact after this school will ring all contacts on the child's list until a reason is provided.
3. Contact made to any known agencies working with the family, friends or other schools of siblings.
4. If there is still no contact then the Learning Mentor and a member of SLT/ Early Help Team will make a home visit.
5. If all the above fail to provide a reason for absence, we will consider contacting

Children's services or the Police to request a welfare call.

Medical appointments should, wherever possible, be taken outside of school hours or as close to the end of the day as possible. These can only be authorised with evidence stating where and when the appointment will take place.



Family holidays during term time will be recorded as an unauthorised absence.

Requesting absences, including family holidays, needs to be done in writing stating the start and end dates of the absence and where the child is going.

Absences for Religious observances and Family bereavement will be authorised.