

Roles and Responsibilities:

Role of Parents:

Parents have an essential role in ensuring their child's good attendance.

We ask Parents to:

- Establish good attendance habits by acting as a role model and showing children that good attendance and punctuality is important.
- Praise and reward good attendance, even small successes such as getting ready quickly, even if resisting going to school.
- Talk regularly with their child about school, and how they feel about it. Children are more likely to want to attend school if they feel supported and their anxieties and concerns are listened to.
- Contact the school as soon as possible to say why their child is absent and when they are expected to return.
- Only allow days at home for genuine illness.
- If appropriate, arrange for a relative or friend to take a child to school if a sibling is unwell.
- Avoid taking holidays in term time.
- Ensure that wherever possible, medical and routine appointments are made outside of the school day.
- Know routines of the day to avoid issues, e.g. ensuring children have their PE kits on the right days, items for school ready.
- Establish a good bedtime routine, so that their child can sleep well, get enough sleep and make mornings less of a struggle.

What do we do to celebrate great attendance?

Half termly attendance awards with parents invited to watch certificates presented in assembly, followed by a cinema event and popcorn!

Shorter attendance challenges (2-4 weeks with prize draws to win vouchers/hampers)

Weekly class challenges with reward prizes

Attendance celebration boards in each classroom

Fundraising events will take place throughout the year to fund these rewards and celebrations.



Understanding Attendance at

Rosedale Primary School



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

What is authorised and unauthorised absence?

Every half-day absence counts as one session and has to be classified by the academy (not parent/carer) as either AUTHORISED or UNAUTHORISED.

Parents must notify the academy on the first day of any absence no later than 9.30am. Failure to do so may result in text messages, phone calls and possible home visits to determine a reason for absence in line with academy safeguarding procedures.

Unauthorised absence :

This is when the academy does not consider absence reasonable. This can lead to fines and/or legal proceedings. This can include:

- Parents/carers keeping pupils off unnecessarily
- Truancy before or during the school day
- Absences not explained properly
- Pupils that arrive after 10am
- Pupils who have stayed up late the night before
- Shopping/birthdays/day trips
- Looking after other children

Authorised absence:

This is an absence for a valid reason such as:

- Genuine illness
- Medical/dental appointments that cannot be arranged out of school hours
- Other emergencies and exceptional circumstances as determined at the discretion of the Principal



Why is regular school attendance important?

- Research shows that pupils who attend school on a regular basis are more likely to have better academic attainment which leads to greater career options
- Social interactions and friendships
- Opportunity to discover new interests and participate in after school clubs and other enrichment activities
- Our school has an excellent personal development offer for all pupils to enjoy so don't let them miss out on fantastic trips, visitors and special experiences!



Roles and Responsibilities:

Role of Pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the academy and to make the most of the education opportunities available to them.

At Rosedale Primary School we expect all pupils to:

- Be aware that they must attend school every day.
- Be aware that they must arrive at school on time.
- Be aware that they must arrive at school prepared for the day.
- Speak to a member of staff if they are experiencing difficulties at school or at home, which may be affecting their attendance.

Our Aims

- To maximise attendance of all children in school so that they can achieve and reach their potential.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated with the school.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulties.
- To analyse attendance data regularly and inform future policy and practice.
- To work closely and make full use of support from the wider community including the Education Welfare Service and multi agency teams, where necessary.

The School Day

Nursery	8.40am to 3.10pm
Reception	8.40am to 3.10pm
KS1	8.40am to 3.10pm
KS2	8.45am to 3.15pm

Punctuality and Lateness

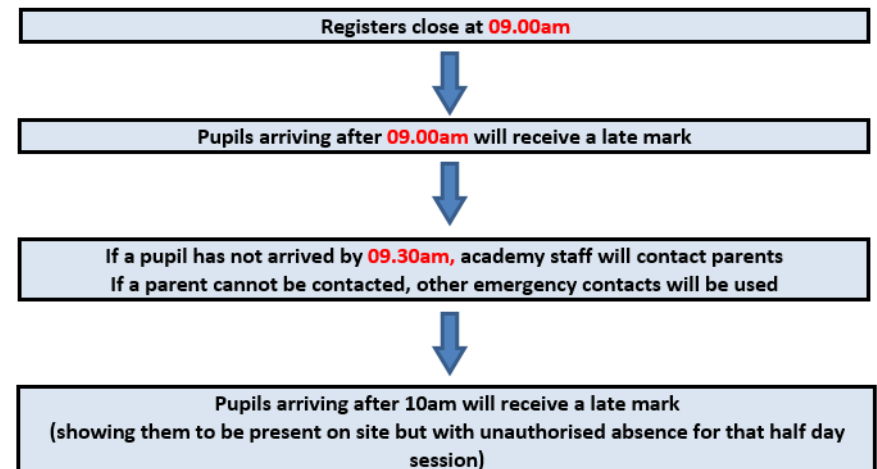
Poor punctuality is not acceptable and all pupils must arrive on time. If a child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day.

The late arrival of pupils also disrupts lessons, which can be embarrassing for the pupil and can also encourage absence.

Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

We will encourage good punctuality by being good role models to our pupils and by celebrating good class punctuality

How we manage lateness:



Late marks will be monitored and further action will be taken to support in improving pupil punctuality.

Holidays in Term time

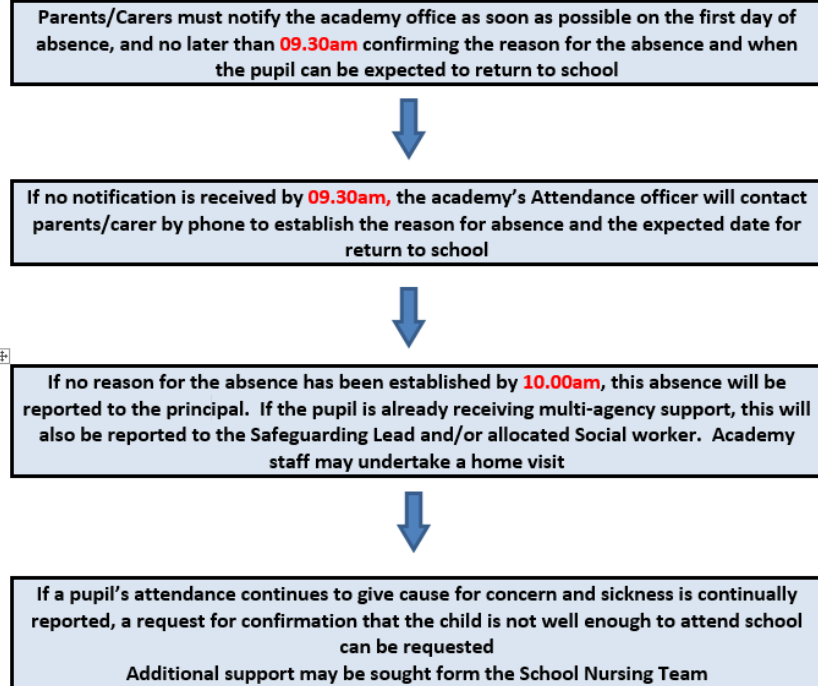
The Education (Pupil Registration) (England) Regulations 2006 make it clear that from September 2013, no holidays will be authorised by the academy in term-time.

Holidays in term-time will be recorded as unauthorised and will incur a fine, unless the below exceptional circumstances apply:

- Where it is company/organisational policy for employees to
- take leave at a specific time in the year and there is no
- opportunity for a family holiday in any of the school holidays.
- This refers to full company closedown periods only and must be
- evidenced by the production of the policy document of the
- organisation.
- Service personnel returning from/scheduled to
- embark upon a tour of duty abroad.
- Other exceptional circumstances at the discretion of the
- Principal.

To request a holiday in term-time, parents/carers must meet with the academy Principal or Vice Principal to obtain a holiday request form and explain the reasons for taking the holiday. Any period of leave taken without the agreement of the academy, or in excess of that agreed, will be classed as unauthorised and will attract an Educational Penalty Notice. A separate penalty notice will be issued to each parent for each child who has unauthorised absence

Absence Procedures:



Pupil Attendance Classification

