

Authorised Absences



Authorised absences are only permitted for valid reasons such as:

- Illness (medical evidence is required e.g. at risk of PA & PA)
- Emergency medical appointments (appointment cards or text confirmation must be provided). Routine appointments should be booked out of school hours. Children must attend school before the appointment and return to school straight afterwards.

Unauthorised Absences



Examples include:

- Unexplained absences
- Day trips or family outings
- Birthdays
- Holidays
- Forgetting school term dates
- Illness (medical evidence is required e.g. at risk of PA & PA)

Holidays

Holidays taken during school time will not be authorised. Both parents will be fined if either or both take a child on holiday during the school term.

Rewards



To encourage good attendance and punctuality pupils will be praised and rewarded for 100% attendance. Examples of rewards include:

- Weekly stickers for 100% attendance
- A bronze badge, bookmark and pencil set after 10 weeks attendance in school
- A silver badge and book after 20 weeks attendance in school
- A gold badge and book or game after 30 weeks attendance in school
- 100% attendance badge at the end of the academic year
- 100% half termly prize draw to win a £50 family voucher
- Party at the end of the academic year for 98% or above attendance
- Weekly prize for the highest class attendance (prize is chosen by the children). All class percentages are shown on the weekly newsletter.

Attendance and Punctuality Guidelines



A guide for Parents and Carers



Designated Attendance Lead – Mrs Hancox
EWO – Carol Deering (07739703926)

What does the law say?



All children of compulsory school age must receive full-time education. As a parent/carer, it is your responsibility to ensure that your child attends school.

Once you have registered your child at a school, you are legally responsible for ensuring that they attend school regularly and on time. If you fail to do this, legal action can be taken against you by the Local Authority.

Legal action can involve a penalty notice or prosecution. Parents/carers also face the risk of receiving parenting orders or imprisonment.

Attendance

Good attendance and punctuality are vital for success at school. It is important that Parents/Carers ensure that children attend school regularly and on time.

The Government's minimum expectation for attendance is 97%. At Four Oaks we encourage our families to strive for full attendance.

Any time missed from school can have a negative impact on your child's education.

- 95% attendance means 10 school days missed
- 90% attendance means 19 school days missed
- 85% attendance means 29 school days missed
- 80% attendance means 38 school days missed

Punctuality



It is also extremely important that your child arrives on time for school each day. Even being a few minutes late disrupts your child's education.

- Arriving 5 minutes late each day means 3 school days lost
- Arriving 15 minutes late each day means 10 school days lost
- Arriving 30 minutes late each day means 20 school days lost

Children with minor illnesses can still attend school. Staff are first aid trained and we will contact you if your child is unwell during the school day. Any medication that is prescribed by your doctor can usually be given to your child before and after the school day. Please discuss any problems with the school office, where a medication form will be completed if necessary.

Reporting your child's absence

If your child is unable to attend school, you are required to inform the school office by telephoning 0151 263 4038 before 9am with the reason for their absence. An answer phone is available for you to leave a message.



We have a statutory duty to monitor your child's attendance. The attendance and punctuality of all children is monitored on a daily basis.

If your child has poor attendance we are required to:

- Refer your child to the school Education Welfare Officer (EWO)
- Complete a home visit if you fail to provide a reason for your child's absence
- Send a letter highlighting your child's attendance, to give you the opportunity to improve their attendance
- Record all absences as unauthorised unless medical evidence is provided
- Arrange for you to attend meetings to discuss your child's absences
- Issue penalty notices or start court proceedings