



Attendance

Strategy

2025 -26

## **What do we hope to achieve with our attendance strategy?**

At Rivelin Primary School we want to support parents, carers and pupils attending school every day to reach their full potential. It is key that all children attend school regular to achieve and maximise the opportunities that are available for them. We recognise early identification is key when supporting families and children with attendance and punctuality.

## **Absence**

Other than illness the only other reason a child should not be attending school is term time absence. This maybe an unauthorised holiday or other unexplained absence taking place in term time.

## **Parents and carers have a responsibility to ensure:**

Their child attends school, on time and is ready to learn.

That on the first day of absence and at the earliest opportunity, provide a reason of absence, being specific about the nature of the illness.

That they keep school informed if the absence persists, and if required provide medical evidence.

## **Information about school registers and monitoring attendance**

School opens its gates at 8.40am and then closes them at 8.50am

Registers will be taken at 8.50am and any child arriving after that will receive a late mark (L)

Registers will then close at 9.30am and any child arriving after that will receive a U mark, which is an unauthorised mark and could bring your child's attendance down

Pupils with 90% or below is classed as persistent absence and this equals to one day off every two weeks

Nursery attendance matters and this helps children get into good routines and it will maintain the funding which they are receiving

## **Strategies for managing and improving attendance and lateness**

Parents should inform the school if the child is not coming to school but if you don't we will send out an absence text to remind parents so we know where your child is

Attendance is checked daily with the admin team and then by the attendance lead in school

Use of correct and appropriate attendance codes by staff

Discussions with the class teacher and with the parents so we can work together to improve attendance and punctuality

Children are encouraged to attend school when they are taking medication as a member of staff is happy to give the child medication. Parents need to fill a form in at the school office and then we will be able to administer the medication

Rigorous tracking and analysis of attendance data with all pupils are done by the attendance lead

The attendance lead will track the attendance every half term and the children with less than 90% will receive a letter to explain to parents that we will be monitoring the child's attendance and provide support where necessary

The EWO works very closely with the attendance lead and he has a targeted group every half term to monitor

Where needed we will ask for children with low attendance to provide medical evidence so we are able to authorise their attendance

EWO will make home visits to introduce himself to families and work with them to improve attendance

As a last result we will fine parents for low attendance or non-attendance

## **Tackling persistent absence and punctuality and how the Local Authority supports and intervenes**

The primary focus for our EWO and attendance lead is children with attendance that is under 90%. Target groups, for example, disadvantaged pupils are a priority group. We also monitor punctuality closely and will add children to the EWO caseload if they are a concern too.

Letters are sent each half term, where attendance is close or below 90% and is irregular

For children that are in the EWO group he may make a home visit to gain evidence if the child is unwell

Where the school or the EWO intervention has had no impact on attendance, the attendance lead will consult with the local authority attendance and inclusion team where they will support with meetings, penalty notices or legal action

School will follow the local authority term time leave policy and will request the issuing of penalty notices where holidays are taken for 5 plus days and where it is deemed that there are no exceptional circumstances

Penalty notices can be issued for non-school attendance or term time absence. All penalty notice fines are issued by the local authority