



Billinghay Church of England Primary School

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Attendance

Dear Parents and Carers

Attendance is the essential foundation to positive outcomes for all pupils and is everyone's responsibility (parents, pupils and school).

The school day starts at 8.50am and it is vital all children arrive on time at 8.50 ready to start the day. We have had a period of grace while allowing everyone to get used to the earlier start time. From now we are introducing revised procedures regarding any pupils who are late to school:

- Registers will remain open for 10 minutes from the beginning of registration. In the event of bad weather this period can be extended. Registers close at 9.00am.
- Where a pupil arrives during the period when the register is open they **may** be marked present. If this is a regular occurrence (rather than a one off) then school will contact the parent/carer to discuss reasons for this and may start our escalation of interventions procedures as Appendix 1 of our Attendance Policy (please see our school website). It is vital for pupil well being and attainment that they are at school at 8.50am when lessons start so as to not miss vital learning.
- Where a pupil arrives after register closure without good reason, they will be marked with an unauthorised absence in red. If school has any concerns over this, eg a child is regularly late over a short period of time then school will contact the child's parents/carers and discuss any reasons for this. 4.5 or more days absence over a 6 week period (9 lates after 9am) the school will ask the Local Authority to issue a Fixed Penalty Notice. We acknowledge that there are valid reasons why a pupil maybe late on an occasional basis however it is vital that pupils arrive at the start of the school day on time.

We aim for prevention of poor attendance as the first stage in attendance improvement and management. We move from Voluntary Support (helping parents to access services of their own accord to tackle barriers to attendance) to Formal Support (a formal parenting contract, progressing to a legally binding Education Supervision Order in the Family Court if there is non engagement and deemed necessary) to Statutory Children's Social Care Involvement (where there are safeguarding concerns) and/or Attendance Prosecution.

Below is a reminder of what we expect from parents and carers re attendance:

- To ensure their children attend school regularly and punctually. From September 2022, the school day starts at 8.50am.
- With the persistent absence threshold introduced by the Government from September 15 of 10% absence, the number of **sessions (1/2 days)** your child attends is even more vital. Please try to make doctors/dentist etc appointments for before or after school. If you make an appointment before school and are running late because of this, then please inform school. As long as your child is in school by 9.00am when registers close then this will not count as an absence. You may be asked to prove an appointment. If your child is not present at morning registration due to an appointment please try to ensure that they are back in school for afternoon registration at 13:30 thus ensuring they only have ½ a day absence.

- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend and to continue to contact school on each day their child is absent until they return to school. Any unexplained absence will be treated as unauthorised. Please do this by telephoning school on 01526 860786. You can leave a message when prompted to do so. Alternatively please email Mrs Rowitt on lynne.rowitt@bilinghay.lincs.sch.uk You can also text school on 07726450513.
In all cases please state your name, contact details, name of your child and reason for absence.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school. Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.
Contact your child's class teacher (or if you would prefer Mr Allen or Mrs Atkinson) immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, friendship problems etc. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.
- That holidays in term time are to be avoided. Please see Section 9 of our Attendance Policy - Holiday Leave of Absence.

Thank you for your assistance in improving good attendance, which is vital for the attainment and well being of your children.

Mr R Allen
Headteacher