

Sharp Lane Primary



Attendance Information Leaflet

A Parents/Carers Guide





Aims of this information leaflet:

- ⇒ To share the importance of attending school every day, on time
- ⇒ To improve punctuality
- ⇒ To increase attendance of all pupils across school

Why is it important to be in school every day on time?

- ⇒ Socialising with friends
- ⇒ Part of a continuous learning journey where no gaps in learning and skill development is missing
- ⇒ Opportunities to take part in extra curricular activities—School trips/special days/special events
- ⇒ Social, Emotion, Mental Health Support (Interventions, check-ins)
- ⇒ Develop resilience and learn how to face and tackle challenges and new learning

Days Absent	Missed Time	Number of Missed Lessons	Attendance
1	1 day	6	99.5%
2	2 days	12	99%
3	3 days	18	98.5%
4	4 days	24	98%
5	1 week	30	97.5%
10	2 weeks	60	95%
15	3 weeks	90	92.5%
20	4 weeks	120	89.7%
25	5 weeks	150	87.5%
30	6 weeks	180	85%
35	7 weeks	210	82.5%
40	8 weeks	240	80%

Excellent attendance. You're a HERO!

AT RISK of becoming a Persistent Absentee (PA).

This will affect your child now and in their future. This isn't fair on your child!



How can I help my child?

- ⇒ Get organised—have your child's school uniform, book bag and packed lunch ready the night before
- ⇒ Set an alarm
- ⇒ Create a morning routine (This may be: Wake Up. Downstairs for breakfast. Upstairs to get dressed and brush teeth. Shoes on, coat on, bag on back. Leave)
- ⇒ Make sure you keep an eye on the time first thing in the morning so that your child arrives punctually
- ⇒ Make medical or dental appointments outside of school hours
- ⇒ Ensure that wherever possible, holidays are booked during the school holidays. If this is unavoidable, you must request a Withdrawal from Learning form from the school office

School Starts at 8:45am.

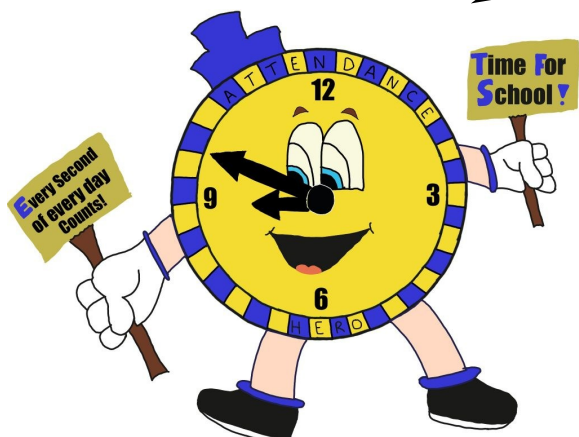
Classroom doors are open at this time.

Classroom doors close at 8:50am.

If you arrive after this time, you **MUST** sign your child in through the office, explaining why you are late.

Help your child to achieve by giving them the best chances on their journey.

Get your child to school every day, on time!





Attendance Process

We follow Leeds City Council Policy and Procedures for attendance, as do all other schools in Leeds.

<p>Excellent to Good 100—95% (1 to 7.5 days missed a year)</p>	<p>Excellent to good attendance. Best chance of success for your child now and in their future.</p>
<p>At Risk 95—90% (9.5 to 17 days missed a year)</p>	<p>At Risk of becoming a Persistent Absentee (PA). Your child's ability to make progress is harder and this can affect their confidence and self-belief now as well as success in their future.</p> <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Letter sent to inform parents that their child is At Risk of becoming a Persistent Absentee (PA) 2. Initial Meeting with parent/carers to share missed learning and opportunities when your child is not in school. 3. Share next steps if attendance continues to decline. 4. Intervention with pupil
<p>Unsatisfactory 90-87% (19 to 25 days missed a year)</p>	<p>Your child is a Persistent Absentee (PA)</p> <p>This is poor attendance and will have a significant impact on their academic, personal and social progress and development.</p> <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Early Help Meeting offered 2. Share next steps if attendance continues to decline. 3. Fast Track (1 to 3 then possibly legal intervention) 4. Family Support
<p>Cause for Concern 86—80% Serious Cause for Concern</p>	<p>Meeting with parents/carers</p> <p>Regular monitoring and reviewing</p> <p>Produce a clear and bespoke plan for pupil and family</p> <p>Regular meetings—reviewed weekly</p>
<p>Severe Absentee 50% and below</p>	



Attendance Rewards

We like to recognise pupils who are always in school every day, pupils whose attendance is 97% or above and those pupils who make improvements to their attendance throughout the school year. Below is a table showing the various rewards we have in place to encourage excellent attendance here at Sharp Lane.

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
97% and above each half term	Rainbow Certificate Red	Rainbow Certificate Orange	Rainbow Certificate Yellow	Rainbow Certificate Green	Rainbow Certificate Blue	Rainbow Certificate Violet
	Attendance Sticker	Attendance Sticker	Attendance Sticker	Attendance Sticker	Attendance Sticker	Attendance Sticker
	Chocolate/ Sweets	Chocolate/ Sweets	Chocolate/ Sweets	Chocolate/ Sweets	Chocolate/ Sweets	Chocolate/ Sweets
97% and above each term	Class Asda Voucher £5.00 (1 child per class to win)		Class Asda Voucher £5.00 (1 child per class to win)		Class Asda Voucher £5.00 (1 child per class to win)	
97% and above for the whole year	Gold Certificate! Attendance Event					
Weekly Attendance 100%	x (one week)		x (one week)		x (one week)	
Target Groups	At risk PAs Lowest class	At risk PAs Lowest class	At risk PAs Lowest class	At risk PAs Lowest class	At risk PAs Lowest class	At risk PAs Lowest class
Class Weekly Reward (Raffle Tickets)	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly



Key Questions and Answers

What do I do if my child is unwell?

- ⇒ Decide whether your child is unwell enough to stay at home. Could they attend school to see how they go?
- ⇒ Contact the school office on 0113 831 5551 to inform us of your child's absence and the reason for this before 8.45 am

If we have not heard from you by this time or if we do not have a reason for absence...

- ⇒ The school office will CHECK that your child is not in the building by going to your child's classroom.
- ⇒ You will receive a text from the school office asking why your child is not in school. Failure to respond to this text will result in a telephone call/ home visit from Mrs Hopton, our school Attendance Officer.

You will then need to inform school each subsequent day your child is off school.

- ⇒ If we still do not have a reason for your child's absence we will send a letter home asking for this information in writing. It is at the discretion of the Head Teacher to determine if the absence will be recorded as an authorised or unauthorised absence.

What do I do if my child has an unavoidable medical appointment?

- ⇒ We understand that certain appointments are unavoidable, hospital appointments in particular. If you need to take your child to an appointment during school hours you will need to bring proof of the appointment to the school office.
- ⇒ Hospital appointments with proof of appointment will be authorised. However, general GP and dentist appointments during school hours will mean that your child's overall attendance percentage decreases.