

Dear Parent/Carer

17 July 2020

Attendance Procedures for Year 3 and Year 4 2020

In order for pupils at Rednal Hill Junior School to achieve their full potential and enjoy all of the opportunities school has to offer, they need to attend regularly. In order to encourage regular attendance at school, we monitor attendance closely and celebrate classes with the best attendance. We also have rewards for children with excellent attendance each term.

The school day begins at Years 3 and 4 - 8.30 am, the register is open from 8.30 am – 8:45 am *

**Please note that children in years 3 and 4 who have siblings in years 5 and 6 can arrive at school at 8:50 am – 9:05 am*

Children in year 3 and 4 arriving after 8:45 am will be given a late mark. The school understands that unavoidable circumstances will occasionally make children late for school. However, if a child is frequently late, the school will contact parents for a meeting to discuss ways to improve punctuality.

After 9:15 am, children are coded as absent (U).

Afternoon registration takes place at 1.20 pm

If your child will not be in school for any reason, please inform the school office in person or by telephone call – 01214532520 option 1, ideally before 8.45am. If we do not have a reason for absence, a text message will be sent home asking you to contact school. If contact is still not made and we are unable to reach you by telephone, we may follow up with a home visit or ask the police to complete a home visit on our behalf. This is to fulfil our safeguarding duty of ensuring all of our pupils are safe and well. There may be some occasions when, even though contact has been made with school, a home visit is still carried out.

Some absences will be classed as 'authorised' in line with guidance from the Department for Education. Even if the absence is authorised, it will still be classed as an absence and affect children's overall attendance record. 'Authorised' only means that the school has been given an acceptable and agreed reason why the child will be off. Because we understand that some absences take place in exceptional circumstances, we have decided that some absences will not be counted when deciding which children qualify for the end of term rewards. These absences will still show on a child's official attendance record.

If your child is frequently absent because of illness, support will be offered to try to improve their attendance. The school accepts that occasional one-off absences due to illness are inevitable but lots of illness absence with no confirmed medical condition may result in the school requesting medical proof before authorising the absence. In exceptional circumstances the school may request parental permission to contact the child's GP, if medical conditions are regularly affecting attendance, school may refer to the school nurse for advice.

Attendance code	Does this count as an absence on attendance record?	Does this count as an absence in terms of school-based rewards?
Child arrives between 8.30 am and 8.45 am	No	No
Child arrives after 9.15 am	Yes	No
Child is absent because of illness, agreed holiday or other authorised circumstances. (These are generally authorised absences.)	Yes	Yes
Child is absent because of holiday not agreed, no reason given or other unauthorised circumstances. (These are unauthorised absences.)	Yes	Yes
Child is absent because of exclusion, religious observance or exceptional circumstances as agreed by the attendance officer.	Yes	No
Child is absent due to a medical appointment not including doctor or dentist appointments. *	Yes	No
Child is absent due to a doctor or dentist appointment.	Yes	Dependant on length of absence**

*These are appointments for which you are sent a letter stipulating the date and time you must attend. A copy of the letter must be shown to school to authorise the absence.

**If your child attends school for the majority of the day and is absent only for the appointment and travelling time, this will not count as an absence in terms of school-based rewards. This will be authorised at the attendance officer's discretion.

Doctors and Dentist appointments should be made where possible before or after school.

Attendance Rewards

The school target for attendance is 98% or above. Rewards are given for children who meet this 98% target each term and year. Additional rewards are given to pupils with 100% attendance for the year.

Termly Rewards	Yearly Rewards	4 Year Rewards (entire time at Rednal Hill Junior School)
<ul style="list-style-type: none"> • Certificates for 100% children (per term) • Raffle (all children with 96%+ entered into a raffle to win a bike) • Raffle (all children with 5%+ improvement on previous term's attendance entered into raffle to win a family outing) 	<ul style="list-style-type: none"> • Badges for 100% attendance (excludes medical appointments) • Best attended class reward (Cinema) 	<ul style="list-style-type: none"> • 100% attendance children – ceremony with parents invited. Child presented with a hoodie.

Attendance Monitoring

A child with attendance of 90% or below is considered a 'persistent absentee'. This equates to 19 school days absence from school a year – the equivalent of 4 weeks or 100 lessons away from their learning!

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

If your child's attendance falls below 93%, the school will monitor. If the school has concerns about attendance, we will contact parents to discuss. If your child has more than 10 days of unauthorised absence (20 sessions) within a 12 month period, the school may initiate the 'FAST-track' approach to attendance. Please see attached letter.

If you would like any more information about attendance, please see the school's attendance policy which can be found on the website.

Yours sincerely,

Mr. R. Jones