

# Attendance Policy Summary

## School Times

### The school day starts at:

Morning Nursery and children who attend 30 hours Nursery - doors open 8.45am and close at 8.55am. Children are late from 8.55am  
 Afternoon Nursery - doors open 12.30pm and close at 12.40pm. Children are late from 12.40pm  
 Reception and KS1 - doors open 8.40am and close at 8.50am. Children are late from 8.50am.  
 KS2 - doors open 8.50am and close at 9.00am. Children are late from 9.00am.

### The school day finishes at:

- Nursery am - 12.00pm
- Nursery 30 hours - 3.00pm
- Nursery pm - 3.30pm
- Reception and KS1 - 3.20pm
- KS2- 3.30pm

There are 190 days of learning during the course of an average school year. The table below summaries how many days absence equates to lost learning.

Attendance as a percentage	Numbers of days absence	Numbers of lessons missed
99% or better	3 or less days off	15 or less lessons missed
98%	4 days off	20 lessons missed
96%	7 days off	35 lessons missed
95%	10 days off	50 lessons missed
93%	13 days off	65 lessons missed
92%	16 days off	80 lessons missed
90% or less	19 days off or more	95 or more lessons missed

## How do we reward children for coming to school every day?

**Attendance Certificates:** Pupils will receive a certificate half termly if their attendance meets the following thresholds:

- Gold - 100%
- Silver - above 98%
- Bronze - above 96%

Pupils will receive a certificate termly if their attendance is 100%.

### Whole Class Rewards

- Classes with above 96% attendance at the end of each week will earn an additional 5 minutes break for the following week.
- Classes with the highest attendance will also be given the trophy to look after for the week (one for EYFS, one for KS1 and one for KS2).

### Individual Rewards

- Each pupil who has 100% attendance for a whole term will go into a prize draw to win a £20 voucher!
- Each pupil who has 100% attendance for the whole academic year will go into a prize draw to win a £50 voucher!

## What happens if attendance falls below the expected level?

**Sanctions:** Our school will make use of the full range of potential sanctions to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

**Penalty Notices:** The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence - 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks. Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence. If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

*The full policy can be found on our website under "Our School" and "Policies"*

*Should you have any questions or worries about your child's attendance, please do not hesitate to contact school. Mr Ken Hughes (Senior Attendance Champion) or Miss Vicky Cockell (Pastoral Manager) can both be contacted via the school office or [info@roberts.dudley.sch.uk](mailto:info@roberts.dudley.sch.uk).*