



Osborne
Co-operative Academy Trust



Thameside Primary School – Local Attendance Arrangements

**Last reviewed: Sept 2024
Next review date: Sept 2025**

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Attendance Target

We work hard at Thameside Primary School to encourage good attendance and punctuality and expect every pupil to achieve at least 96% attendance in accordance with Government guidelines. Please remember that if your child is registered at school, you have a legal responsibility to see that your child attends school regularly and punctually. We believe that this is realistic target and that by working together we can achieve this target for all pupils.

A regular attender at school is more likely to develop essential life skills such as:

- ❖ Achieving more academically and keeping up with work more easily
- ❖ Feeling happier and gaining in confidence
- ❖ Developing well socially and finding it easier to make and keep friends
- ❖ Establishing good educational habits and routines at an early age
- ❖ Being able to make a positive contribution to school life in general
- ❖ Feeling safe and settled with the routine of school life.

Our school expectations

- ❖ Pupils arrive on site between 8:40am and 8:50am. Pupils should enter via the classroomdoors.
- ❖ Pupils who arrive after 8:50 will be marked as late and should enter via the main office.
- ❖ If a pupil is too unwell to attend school, a parent/carer should phone the school office on 01375 372188 or report the absence via the My Child At School (MCAS) app by 8:45am. Parents/carers are expected to call on each day of absence.
- ❖ If a pupil is absent for 3 or more consecutive days, medical evidence will be required. This may include (but is not limited to) a GP appointment confirmation, copy of a prescription or A&E report.

Please note, if a child is absent from school and no contact has been made by a parent/carer, the absence will be unauthorised and the school can refer for legal action to be made with these incidents. Mr Wilson will attempt to contact parents/carers via text/telephone call/email or via home visit if until contact can be made.

Who to contact about attendance

- ❖ Mr Wilson – Attendance Officer
- ❖ [Mrs Duff – Assistant Headteacher](#) (designated senior leader for attendance)

Absences

If you know your child will be absent on any occasion, please notify the school office before 8:45am daily. Our Attendance Officer, Mr Wilson, monitors attendance and punctuality daily, he will contact parents by telephone/text/email or, if appropriate, a home visit if a reason is not given for absence.

We understand that there are times when children are clearly not well enough to be in school. However, there are also many times when they are kept off with minor illnesses, such as mild stomach ache, headache, coughs and sniffles, when they could have coped in school. If you are in doubt, please send your child into school while informing the class teacher or the school office so we can monitor them throughout the day. There are qualified paediatric first aiders in school. Should your child need to take medicine, this can be administered in school with your signed consent. Please speak with the main office to obtain a permission form. If your child is too unwell to remain in school, of course, we will contact you.

If you (parents/carers) are poorly and cannot get your child to school, please try to find a friend or relative who can help you out.

Your child should not be absent if:

- ❖ They have a non-infectious illness or injury that would not impact their ability to learn
- ❖ The weather is bad
- ❖ They had a late night
- ❖ It is their birthday
- ❖ They have headlice
- ❖ You have family visiting
- ❖ A parent or sibling has an appointment
- ❖ You need to go shopping
- ❖ For a religious observance (without prior permission from the Headteacher)

Term Time Absence

If you are planning to take your child out of school during term time, please complete a form in advance of the absence. The form is available from the school office. Please note that we will not authorise term time holidays or visits abroad. Special circumstances will be considered but the Headteacher's decision is final.

Please note that term time holiday will result in a penalty notice being issued. [From August 2024 the fine is set at £160 \(or £80 if paid within 21 days\). If the fine remains unpaid after 28 days the Local Authority will prosecute for the offence to which the notice applies. Penalty notices are issued for each child and to both parents/carers. If a second offence occurs within 3 years, a second penalty notice can be issued with a fine of £160 to be paid within 28 days. Any other offence within 3 years could result in legal proceedings being taken by the Local Authority.](#)

Attendance Monitoring

We strongly encourage good attendance and punctuality and closely monitor attendance rates, seeking ways to continually improve the attendance of our pupils.

We reward attendance in the following ways:

- ❖ Awarding 'Attendance Race' winners to the EYFS, KS1, lower KS2 and upper KS2 class who achieve the highest attendance across the week. The winning classes are announced in assembly and given the opportunity to spin the reward wheel to earn a prize for their class.
- ❖ Using our 'perfect attendance' incentive where the class is awarded a new letter to spell out the words 'perfect attendance' each day they achieve 100% attendance. When the words are spelt, the class can choose a reward.
- ❖ Celebrating the weekly attendance figures on the weekly newsletter.

Monitoring includes:

We follow a 4-stage process when a child's attendance falls below our school target of 96%. The Department for Education considers anyone with attendance of 90% or less as persistently absent. Anyone with less than 50% attendance is considered severely absent. An attendance of 90% or less severely impacts a child's academic learning and social and emotional wellbeing.

Stage 1

If attendance falls below 96% a letter is sent to parent/carer reminding them of the importance of regular and punctual attendance. Parents are invited to discuss any concerns with our Attendance Officer or Deputy Headteacher. Informal, in school monitoring will continue.

Stage 1.5

If there is no improvement in attendance, a letter is sent to parent/carer reminding them of the Stage 1 letter and requesting that medical evidence is required for any further absences. If medical evidence is not provided the absence will be unauthorised.

Stage 2

If there is no improvement and attendance falls below 90% parents and carers are invited to a formal meeting with our Attendance Officer and [Assistant](#) Headteacher. An attendance improvement plan will be devised to support an increase in attendance. A Common Assessment Framework (CAF) will be offered should parents/carers require additional support beyond the school's capacity.

Targets will be set at this meeting and reviewed after a monitoring period.

Stage 3

Following the attendance improvement plan, if an improvement has not been made and targets have not been met, [the parent will be invited to a further meeting with the Trust Attendance Team to review the initial plan and identify any further support required](#). A parenting contract will be explored with clear actions and timescales set to improve attendance.

Stage 4

If there is no improvement after steps 1-3 to support an improvement in attendance and evidence has not been provided for reasonable reasons for absences, the school will consider legal action

against parents/carers. This may be a penalty notice or prosecution. The school will refer the case to the Local Authority for a final decision.

Punctuality

Getting to school on time is very important. The school days begins at 8.40am for all pupils except for our morning Nursery group and those on a personalised timetable agreed by the Headteacher.

Classroom doors will open for pupils at 8:40am. There is a 10minute period where children can register in class.

If your child arrives after 8:50am he/she will be marked late. It is important that your child registers at the school office if they are late to ensure they receive their mark and that their dinner choice is recorded.

Children arriving after 9.20am will be marked as an 'unauthorised late'. This will show on their record as a U code. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session. [A penalty notice can be issued for children that are persistently late.](#)

Arriving late on a regular basis has a negative impact on your child's learning. As well as feeling embarrassed about having to join a class late, the vital first input of a lesson can be missed, which has a knock-on effect for the teacher and the rest of the class.

