

# Roles and Responsibilities:

## Role of Parents:

Parents have an essential role in ensuring their child's good attendance. We ask parents to:

- Establish good attendance habits by acting as a role model and showing children that good attendance and punctuality is important.
- Praise and reward good attendance, even small successes such as getting ready quickly, even if resisting going to school.
- Talk regularly with their child about school, and how they feel about it.
- Children are more likely to want to attend school if they feel supported and their anxieties and concerns are listened to.
- Contact the school as soon as possible to say why their child is absent and when they are expected to return.
- Only allow days at home for genuine illness.
- If appropriate, arrange for a relative or friend to take a child to school if a sibling is unwell.
- Avoid taking holidays in term time.
- Ensure that wherever possible, medical and routine appointments are made outside of the school day.
- Know routines of the day to avoid issues, e.g. ensuring children have their PE kits on the right days, items for school ready.
- Establish a good bedtime routine, so that their child can sleep well, get enough sleep and make mornings less of a struggle.

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## What do we do to celebrate great attendance?

- Weekly class challenges with rewards
- Attendance celebration boards in each classroom
- Attendance challenges (2-4 weeks with prize draws to win vouchers/hampers)
- Half-termly attendance certificates, followed by a film event and popcorn!
- Individual rewards for improved attendance.

**INSPIRE • INCLUDE • INTEGRITY • EXCEED**



# Understanding Attendance at Sandringham Primary School

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SEPTEMBER 2023



A Member of

**Exceed Learning Partnership**

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

## Why is regular school attendance important?

- Research shows that pupils who attend school on a regular basis are more likely to have better academic attainment which leads to greater career options
- Social interactions and friendships
- Opportunity to discover new interests and participate in after school clubs and other enrichment activities
- Our academy has an excellent personal development offer for all pupils to enjoy so don't let them miss out on fantastic trips, visitors and special experiences!

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## What is authorised and unauthorised absence?

Every half-day absence counts as one session and has to be classified by the academy (not parent/carer) as either AUTHORISED or UNAUTHORISED. Parents must notify the academy on the first day of any absence no later than 9.30am. Failure to do so may result in text messages, phone calls and possible home visits to determine a reason for absence in line with academy safeguarding procedures.

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## Authorised Absence is an absence for a valid reason such as:

- Genuine illness
- Medical/dental appointments that cannot be arranged out of school hours
- Other emergencies and exceptional circumstances as determined at the discretion of the Principal



Unauthorised Absence is when the academy does not consider absence reasonable. This can lead to **fixed penalty notices and/or legal proceedings.**

Unauthorised absence can include:

- Parents/carers keeping pupils off unnecessarily eg after staying up late the night before
- Truancy before or during the school day
- Absences not explained properly
- Pupils that arrive after 10am
- Shopping/birthdays/day trips
- Looking after other children.



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## Roles and Responsibilities:

Role of Pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the academy and to make the most of the education opportunities available to them.

At Sandringham Primary School we expect all pupils to:

- Be aware that they must attend school every day
- Be aware that they must arrive at school on time
- Be aware that they must arrive at school prepared for the day
- Speak to a member of staff if they are experiencing difficulties at school or at home, which may be affecting their attendance.