

## How do we reward attendance?

We have several ways of rewarding attendance.

Every week, children with 100% attendance are rewarded with a sticker. Children who have been in school for 100% attendance each full term are rewarded with a certificate. Children who have attendance of 98% and higher (this means no more than three days in the whole school year) are rewarded with an attendance badge each year. There is an opportunity to collect them all as they are different colours each year.

Every day a child is in school, they collect an attendance "token". (We know these by looking at the attendance registers). These are then awarded prizes as the children reach each threshold:

64 tokens pencil or ruler

123 tokens pencil with topper or animal eraser

181 tokens keyring

Each week, class attendances are read out in assembly and the winning class in KS1 and KS2 have a cup to keep for the week in their classroom. Children with 100% attendance for the week also receive a 100% attendance sticker.

All classes with attendance of 96% each week and above have a reward as decided by their teacher.



## How does poor attendance affect your child?

Research shows that children who miss school fall behind their peers, and struggle to catch up.

**Most of the work they miss is never made up, which can lead to big gaps in their learning.**

Poor attendance often starts at primary school, and children who fall into this pattern are likely to underachieve at secondary school. Pupils who miss between 10 and 20% of school (that's 19 to 38 days per year) stand only a 35% chance of achieving five or more good GCSEs, compared to 73% of those who miss fewer than 5% of school days.

Friendships can be affected by persistent absence, too: it can be hard for a child who misses lots of school to form relationships with their classmates.

Attendance	Days missing from school	
100%	Zero days off	Excellent! A child has not lost or missed any learning and has taken part in everything available to them.
98%+	1-4 days	Very good. This will help in all aspects of their progress and life in school.
97-98%	5 days – 1 school week	Satisfactory attendance. A child should reach his/her full potential leading to future success.
96.1%	National Average Attendance	
93-96.9%	8-14 days	Below National Average attendance. A child has a much higher chance of not making expected progress.
Below 93%	15 days - 3 school weeks	Unacceptable attendance. A child will be finding it difficult to keep up and achieve.
Below 90%	20 days – 4 school weeks	A child will be finding it very difficult to keep and achieve their best.
Below 85%	30 days (5 school weeks)	Government guidelines for persistent absenteeism. Absence is a serious concern and it is seriously affecting the attainment and progress of a child's learning.

## Attendance Information for Parents



Beechwood Primary Academy  
Inspiring the future



### Why is attendance important?

Attendance is a priority concern in our duty to safeguard children. We monitor attendance closely for the following reasons:

- Ensuring that the risk of lost learning is minimized.
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents to perform their legal duty to ensure their children of compulsory school age attend regularly
- Promoting punctuality in attending school.

We believe that children can reach their full potential by receiving their entitlement to full-time education through regular and structured attendance and punctuality.

Parents should expect to receive communication by the Headteacher or a member of the Senior Leadership Team about any lateness and attendance concerns to ensure the wellbeing and education of all of our children.

### How do I report my child absent?

Parents must advise the school by telephone on the first day of absence and provide the school with an explanation and an expected date of return. This call should be made by 9:30am. A message can be left on the answering machine if the phone is not answered. If the absence is more than 2 days in duration, then parents should contact the school again to keep them updated about the student's welfare and provide an expected date of return.

If a child is absent and no explanation has been received then the school will use the provided contact list in order to try and establish a reason for absence. If we cannot establish a reason to our satisfaction then we may instigate a welfare visit.

### How often should my child be in school?

Children should have attendance of at least 96%. This is no more than 7 days or 14 sessions (am or pm session) in total over the year. If attendance drops below 85%, they are considered persistent absentees and it is likely the Education Welfare Officer will be informed.

### Support Available

Please do not hesitate to contact school if we can support you in any way. We have a Family Support Advisor who can offer lots of advice, your child's class teacher and any senior member of staff. Please just ask at the office who can direct you to the most appropriate support.

### Documents to Support

Attendance Policy Beechwood Primary Academy website.  
Term Time Dates on Beechwood Primary Academy website.  
DFE Attendance for Parents:  
School attendance and absence: Overview - GOV.UK ([www.gov.uk](http://www.gov.uk))  
Plymouth Penalty Notice information

### How is absence recorded and monitored?

#### Authorised and unauthorised absence

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Each day is worth two sessions. The Education Regulations 2013, which became law on 1st September 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. A holiday will never be exceptional circumstances.

All absences are treated as unauthorised unless a satisfactory explanation for the student's absence has been received. We have an attendance phone line to record any calls to office in the morning when it is very busy.

#### Lateness

Lateness Registration begins at 8:55am, and students arriving after this time will be marked as present but arriving late (L code). The register will close at 9.05am and students arriving after the close of register will be recorded as late (U code). This will not be authorised and will count as an absence for that school session. This form of absence will be followed up in the same manner as any other form of unauthorised absence; including following through to penalty notice if the problem is not addressed.

#### What happens if poor attendance is a concern?

We look at attendances every day and regularly review patterns of absence or lateness. We make contact with families using phone calls or letters may be issued. If we are still concerned, letters requesting medical evidence are sent and if there is a continuing problem then attendance meetings may be called where parents are asked into the school to discuss the barriers to their child's good attendance and set up a support plan. If attendance continues to be a concern, we will involve the Education Welfare Officer and if there are more than ten sessions unauthorised absences, then procedures include the initiation of a warning period or the issuing of penalty notices. For more information on any of the areas mentioned see our Attendance Policy on the website.