Palfrey Junior School

Attendance Policy

Reviewed January 2026

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Governing Body on ……..

It is due for review on ……..

Signature ……. Date ……

Head Teacher

Signature ……. Date ……

Chair of Governors

Introduction

At the heart of everything we do at Palfrey Junior school is children's learning, but children cannot learn if they are absent.

Our school Attendance and Punctuality Policy is therefore designed to give clear information in respect of our Attendance Management processes to parents, children, school staff, governors and the wider community. This policy sets out our ambition for our children and recognises that there is a strong correlation between any absence and underachievement.

It also recognises that good punctuality is essential for a child to start the school day prepared for learning. We have developed the policy with our children, parents, staff and Governors and it is line with statutory guidance and expectations of Walsall Children's Services.

The Governing Body and Staff of Palfrey Junior School are committed to protecting and safeguarding our children from harm at all times. Our school is a welcoming learning environment and our teaching staff are dedicated to help the children achieve the best they can. In order to achieve the best outcomes for children it is expected that all our children will attend school every day on time. We believe that excellent attendance is paramount to raising standards and is fundamental to whole school improvement.

We expect our Governors, staff, parents and children to adhere to the framework of this policy.

The Aims of this Policy

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence & outline how the school will encourage good attendance and the action it will take where attendance falls.
- Building strong relationships with families to make sure pupils have the support in place to attend school
- To promote multi-agency partnerships to address the needs of children with complexities related to irregular attendance

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of the Education Act 1996
Part 3 of the Education Act 2002
Part 7 of the Education and Inspections Act 2006
The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

The Education Act 1996 states that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education, either by regular attendance at school or otherwise. It is the responsibility of the LA to ensure that parents meet these responsibilities. Attendance support and enforcement will be carried out by the school with the support of Walsall's School Attendance Support Service (SASS) ; who provide an important link between schools and families.

Our school will follow the principles and expectations as set out in the following documents.

- Working Together to Improve School Attendance Guidance for Schools August 2024
- Working Together to Improve School Attendance Parental Responsibility Guide
- Keeping Children Safe in Education 2025
- Children Missing Education 2024
- OFSTED Framework
- The Education Act 2011
- The Children Act 2004

Roles and Responsibilities

Parents should: -

- Fulfil their legal responsibility to ensure their child attends school regularly and that any emerging issues should be discussed with school at the earliest opportunity. At Palfrey we consider regular attendance to be at least 96%
- Ensure that their children arrive at school on time (Y5 & 6 8:30am and Y3 & 4 8:40am), appropriately dressed and ready to learn
- Instil in their children an appreciation of the importance of attending school regularly
- ensure that they are aware of the attendance expectations of the school (96% for every child of statutory school age)
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- Parents must inform school of a reason for any absence and provide medical evidence where possible.
- work in partnership with the school to resolve issues which may lead to non-attendance
- Provide relevant medical evidence and information to school when required
- Parents of persistent absentee (PA) pupils will be asked to provide medical evidence during periods of absence, if this is not provided absences may not be authorised.
- Parents must NOT expect any leave of absence to be granted for the purpose of a holiday and should not book holidays during term time. (All term time holidays will result in a Fixed Term penalty fine being issued)
- Where possible avoid arranging medical/dental appointments during school hours

Schools have a responsibility to:

- Schools are responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance

- Schools are required to call attendance registers at the start of the morning session and once during the afternoon session and to record whether pupils are present, absent or on an approved educational activity.
- For pupils of compulsory school age, schools are required to differentiate in the registers between absence that is authorised and absence that is unauthorised.
- Ensure they only lawfully delete pupils from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006(as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Have clear policies and expectations in place to address persistent absence
- Support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance

Class Teachers

Class teachers will ensure their registers are maintained accurately. Class Teachers will ensure any information regarding a child's punctuality or attendance is communicated to the Attendance Lead at the earliest opportunity. Class Teachers may discuss any concerns regarding attendance with the Attendance Lead. They will also share weekly attendance figures with their class and actively encourage good school attendance and punctuality.

Admin Staff

Appropriate admin staff will ensure registers are updated with the appropriate attendance and absence codes. They will take calls from parents/carers reporting absence and record. Admin staff will also make calls/ send messages home to parents/carers when absences have not already been reported.

Attendance Lead

The Attendance Lead will:

- Liaise with Class Teachers and the Heads of School to report any emerging patterns of absence or when a child is absent without a good reason.
- Identify pupils whose attendance is falling and those significantly below our 96% expected and take action to support parents/carers and pupils to improve.
- Provide weekly absence reports including a list of PA (persistent absentee) pupils and any other child whose attendance is of concern. This will also be shared and discussed during weekly safeguarding meetings with the Senior Leadership Team.
- Make contact parents/carers to discuss concerns and offer support.
- Send letters/emails to ensure parents/carers are made aware of their child's attendance when there is below expected attendance.
- Alongside our attendance officer invite parent/carers into school for attendance meetings to discuss concerns, issues and next steps.
- Provide support for families and children to ensure good school attendance.
- Analyse and produce reports that identify patterns/ groups/ actions etc..

Communication

Parents/carers will be kept up to date on issues of attendance via:
Weekly Newsletters
Texts
Telephone (to address individual matters when needed).
Email /Letters

Attendance Meetings
Annual reports/ Parent Evenings
Website

Pupil registration

The school is required to maintain two registers:

• An admission register (known as the school roll) – this will contain a list of all pupils at the school
• An attendance register

The school will ensure that an attendance register for all pupils on the school roll is taken twice a day - once at the start of the morning session and once during the afternoon session). For each pupil, the register must be marked either as present, engaged in an approved educational activity away from the school site, or absent. If the pupil is absent, the register must say whether or not the absence has been authorised by the school.

Authorised or unauthorised absence?

Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the school is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is observing a religious festival (code R)
- The child has a medical appointment and the school has been notified in advance (code M)
- The child is too ill to come to school and parents have given specific symptoms (code I)
- There are specific circumstances, usually agreed in advance by the Heads of School, where a child is unable to attend the school (code C)

**Where a child has had a series of previous absences marked as I or O and attendance has fallen below 92%, parents/carers may be required to provide medical evidence to demonstrate the reason for the absence. Failure to do this will result in the absence being marked as unauthorised (code O).*

Unauthorised Absence (UA)

All other absences must be treated as unauthorised (UA) and referred to the Heads of School who will use the appropriate code (code O)

Examples of Unauthorised Absence could be:

- Birthdays
- Holidays not agreed (G)
- Shopping
- Hair cuts
- Treatment of head lice when parent/carer informed the previous day
- Buying shoes or uniform
- Emerging patterns of any absence until satisfactory reason has been sought
- Trips to airports

Lateness - Morning Session

The school day begins at 8:30am for Year 5 and 6 pupils (upper school) and 8.40am for Year 3 and 4 (lower school) . All children are expected to arrive on time. At 8:40am any upper school pupils will need to enter through the main reception and sign in using the Inventry system. At 8:50am all gates and external doors to the school will be closed and any children arriving will need to enter school through the main reception area and sign in using the Inventry system. Children having to sign in will be marked as late (L code). The morning registration session for upper school ends at 8:45am and lower school 9:00am at this time registers are closed. Any child arriving 30 minutes or more after the registers have

closed will be marked with a U code, this will count as an unauthorised absence for the entire morning session. This will be the case unless reasonable adjustments have been pre-arranged with the Head teachers, or it can be demonstrated that there was a legitimate reason for the child arriving at school after registers close. For example, a medical or dental appointment, where proof of the appointment has been provided. In this case the appropriate code will be used.

Lateness - Afternoon Session

All children remain on site during the lunch time period. Any children returning from a morning absence should arrive at the prescribed time. Afternoon registration for upper school is 12:30pm and lower school 1:25pm. Children arriving within 15 minutes of these times will be classed as late (L code).

First day absence

Parents/carers are expected to contact the school on the first day of absence to provide reasons and a likely return date. However, if contact has not been made or school has concerns regarding the level of absence, delegated staff will call the family and check on reasons for absence. Parents/carers are required to demonstrate why their child is unfit for school. Where school staff feel the child could or should be in school this will be encouraged. Where the school is not able to make contact, we will send a text message to the family requesting a call back. If there is no reply, designated school staff will consider making a home visit to ascertain the reason for the absence. If no contact has been made then the absence will NOT be authorised and will be marked as an O – notes of communication will be noted on the register.

Absence will be authorised if staff are satisfied there is a genuine reason for the child being absent from school and their current attendance is above 93%. The absence will not be authorised if staff are not satisfied there is a genuine reason for the child being absent and or their attendance is below 92% (in this case appropriate medical evidence will be required to authorise the absence).

5+ day Absences

If a child has been absent for 3 days and no contact has been made with the family, a visit to the home will be made by school staff. While the child is absent the school will continue attempting to make contact with the family. If after 10 school days have elapsed no contact has been made, the school will make a referral to the Child Missing Education Team (CME). School will continue every effort to make contact with parents/carers via phone calls, texts and home visit until CME have conducted their searches and either; we have confirmation of a holiday and return date, or we are instructed to remove from our roll.

Reducing Persistent Absence/ lateness

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions

Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

Implement sanctions, where necessary

In cases where a pupil's attendance falls below 92% the school will take the following action to improve attendance (appendix e) :

1. Issue Review of Registers (ROR) Letter (see appendix a) ATWL 1
2. If there is no evidence of improvement within the monitoring period we will issue Monitoring Caseload Email (appendix b) and invite parents/carers into school to discuss attendance concerns, expectations and how we can work together to improve attendance. ATWL2
3. If there is still no evidence of improvement, parents/ carers will be invited to a second Attendance meeting to discuss continued concerns around poor attendance and failure to improve. (appendix c) ATWL3
4. If still no improvements seen we will Referral to Walsall LA for legal proceedings to be actioned. School will continue to monitor attendance daily, make calls and or send texts if absences are not reported, make home visits and welfare checks.

Lateness

If a child is late for school parents/ carers will be sent a text message informing them of the lateness, the time the child needs to be at school and expectation that they are on time in future.
If a child is frequently late a Punctuality letter (see appendix d) will be sent home. Parents/carers will then be invited into school to discuss their child's punctuality if lateness continues.

Medical Appointments

Parents/carers will be encouraged to make medical and dental appointments, wherever possible, outside of school hours or in the school holidays. If an appointment is made during the school day, proof of the appointment will need to be bought into the office before the child is released. (This needs to be an official appointment card, text or letter from the doctors, dentist or hospital. Where there are siblings and parents can demonstrate they need to be collected at the same time, this can be authorised at the discretion of the Heads of School.

Holidays during term time: **NOTE : NO TERM TIME HOLIDAY WILL BE AUTHORISED**

Parents/carers need to speak to the office if they are planning on taking their child out of a school for a holiday or extended period of time. A Leave of Absence Holiday / Extended Leave Form will then be

emailed to them to be fully completed. It is important that all sections of the form are filled out in detail and correctly especially dates, address details and contact numbers. Once the request has been submitted a letter/email will be sent in response. In some cases, a meeting with the Attendance Lead will take place to discuss the holiday/leave of absence plans and explain the Local Authority term time holiday procedure including fining and removing off roll.

Following the Education (Pupil Registration) (England) (Amendment) Regulations 2024 to The Education (Pupil Registration) (England) Regulations 2006, the school will not authorise holidays during term time.

Where parents take their children on unauthorised holidays, the school will report the issue to the Education Welfare Service and a £80 Penalty Notice will be issued to each parent for each child. This will then double to £160 per parent per child for a second holiday within the child's time at Palfrey Junior School and if a third holiday/ leave of absence is taken this can lead directly to prosecution. In these cases the register will be marked with the G code.

In Law, it is the Head Teacher's decision whether to authorise absence or not and this has been upheld by the high court. There is no automatic right for any absence. The Child's education will be paramount. The school and governing body are committed to raising standards and therefore the educational needs of the child will be critical in the decision making process. Parents should not expect holiday requests to be granted.

Absences in Exceptional Circumstances

Following the Education (Pupil Registration) (England) (Amendment) Regulations 2013 to The Education (Pupil Registration) (England) Regulations 2006 parents can only remove their children during term time for exceptional circumstances. If parents feel they can demonstrate exceptional circumstances they should make application to the Heads of School outlining their case and the amount of time they need to be away from school. The Heads of School will determine if the absence can be authorised based on the evidence provide and the number of school days the child can be away from school if the leave is granted. Where the leave is granted, the register will be marked with the C or H code. Where no or inadequate evidence is provided, the absence will be marked as unauthorised and the register marked with the G code.

Parent Information

All parents will be provided with the following information:

- Access to the agreed policy
- Half Termly updates of their child's attendance
- Updates on awards presented in school
- Weekly school and class attendance figures on the newsletter

Attendance monitoring

The school monitors the attendance and punctuality of all pupils on a daily basis as part of school Safeguarding Procedures through daily registration. School will contact parents by phone and/or text when a child is absent and nothing has been reported or when concerns about attendance or punctuality are identified.

The school attendance lead monitors the attendance and punctuality of all pupils on a weekly basis to identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

The attendance lead will analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Half Term 1	Half Term 1+2	Half Term 1+2+3	Half Terms 1+2+3+4	Half Terms 1+2+3+4+5
Pupils with 5+ days or 10 + sessions of absence	10+ days or 20+ sessions of absence	14+ days or 28+ sessions of absence	19+ days or 38+ sessions of absence	24+ days or 48+ sessions of absence

Rewards

Our school has in place the following to reward excellent attendance:

- School Council are attendance monitors within classes. They give out a sticker and 5 house points for those with 100% attendance each week
- Weekly extra play for the classes with the highest attendance
- Termly certificates and prize assemblies. Bronze certificates for 95%, Silver 96%, Gold certificates and prizes for 97% attendance.
- At the end of the year, any child with 97%+ attendance for the entire year will go into a draw to win a £50 Smyth's Toy Superstore voucher (one per year group)
- Class attendance is published in the weekly newsletter for parents to see and on the school website
- Weekly Attendance board in reception

Fixed Penalty Notices and Further Legal Action

The school reserves the right to request the issue of fixed penalty notices and/or to pursue further legal action (in line with Walsall LA guidelines) if the attendance of a pupil falls below the expected standard. Any action will be in conjunction with the Education Welfare Officer and Walsall LA legal department.

Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)

Appendix a

Heads of School: - Ms Cheryl Collis.BA (Hons) PGCE

& Mrs Emily Kinsey.BA (Hons) in Education

Walsall Council

Ref: PJS/ ROR below 92% -ATWL 1

../…/

Dear Parent/Carer

Pupil name:
Current Attendance : …….. **% (Registration certificate attached)**

As you are aware good school attendance is vital for children to achieve their full potential. Expected attendance for every child is at least 96%.

During a recent review of the registers, we have noticed that your child's school attendance is now **below the 96% expected.** ……'s attendance is now only ……..**%** .

In view of this, we will now be monitoring your child's school attendance very closely for the next 6 weeks; this can include letters, calls and home visits. We will not be able to authorise any further absences without medical evidence, this can include doctor's notes, photo of medication or prescription, Pharmacy First info etc… please send this to support@palfrey-j.walsall.sch.uk

If we fail to see an improvement in your child's attendance you will be invited into school to discuss their attendance.

If there are any ongoing medical issues or reasons that you feel we need to know about which have prevented regular attendance, or if you need any advice or help then please contact Miss Thomson at school on 01922 721092.

We hope to see an immediate improvement in your child's attendance in the coming weeks.

Yours sincerely

Cheryl Collis & Emily Kinsey

Heads of School

Appendix b

Heads of School: - Ms Cheryl Collis.BA (Hons) PGCE

& Mrs Emily Kinsey.BA (Hons) in Education

Walsall Council

Ref: PJS/ Monitoring Caseload ATWL 2 …/../ …

Dear Parent/Carer

Pupil name:
Current Attendance: …….% (registration certificate attached)

As you are aware good school attendance is vital for children to achieve their full potential. Expected attendance for every child is at least 96%.

On **DATE** you received a Review of Registers (ROR) email from us, sharing our concerns about your child's attendance. Since then we have seen *no improvements/ a further decline* in NAME's attendance. This letter is to inform you that your child's attendance will continue to be monitored and we would like to invite you into school to discuss our ongoing concerns, explain our policies and procedures and look at ways we can work together to get improvements.

Attendance Meeting : DATE TIME

If you are unable to make this date and time please contact the school office or email us as soon as possible to rearrange.

We will now be monitoring their school attendance; this may include calls, texts and home visits. We will now require medical evidence to authorise any further absences, this can include; a doctor's note, photo of prescription or medication, pharmacy first stamp etc… please send this to support@palfrey-j.walsall.sch.uk

If there are any ongoing medical issues or reasons that you feel we need to know about, which have prevented regular attendance or if you need any advice or help then please contact Miss Thomson (Safeguarding & Attendance Officer) at school on 01922 721092.

We hope to see an immediate improvement in their school attendance.

Yours sincerely

Cheryl Collis & Emily Kinsey

Heads of School

Appendix c

Heads of School: - Ms Cheryl Collis.BA (Hons) PGCE

& Mrs Emily Kinsey.BA (Hons) in Education

Walsall Council

Palfrey Junior School

Ref: PJS/ Monitoring Caseload - Warning Letter 2 ATTL 3

…/…/….

Dear Parent/Carer

Pupil name:

Current Attendance: **%** (registration certificate attached)

As you are aware ……'s attendance is being monitored. Unfortunately, during our review of the registers, we have seen no improvement in your child's attendance. They are now **significantly below the 96% expected.** ……'s attendance is now ……% which means he/ she is now classed as a **persistent absentee** (A persistent absentee is a pupil with attendance below 90%)

We would like to invite you into school again to discuss your child's attendance, our ongoing concerns and ways we can work together to get improvements.

Attendance Meeting : *DATE* *TIME*

If you are unable to make this date and time please contact the school office or email us as soon as possible to rearrange.

We have to inform you that if we do not see an immediate improvement in school attendance a request for Legal Proceedings will be actioned. This will involve a 4 week monitoring period, which if no improvements are seen, can result in fines and/or prosecution.

Again, If there are any ongoing medical issues or reasons that you feel we need to know about, which have prevented regular attendance or if you need any advice or help then please contact Miss Thomson at school on 01922 721092.

Yours sincerely

Cheryl Collis & Emily Kinsey

Heads of School

Appendix d

Heads of School: - Ms Cheryl Collis.BA (Hons) PGCE

& Mrs Emily Kinsey.BA (Hons) in Education

Walsall Council

PJS Ref: Punctuality DATE …….

Dear Parent/Carer,

I am writing to inform you that #NAME has now been late for school on the following occasions:

List dates here

I am sure you will appreciate that children who are late for school start their day at a disadvantage as lessons have already started and important information given. Other children's learning may also be disrupted by those arriving late. We understand that occasionally due to circumstances perhaps beyond anyone's control a child may arrive at school after the morning bell, however #NAME has now been late on …… occasions.

……. needs to be at school at ……am every day and as a parent/carer it is your responsibility to make sure this happens.

We hope to see an immediate improvement in their punctuality. If such an improvement does not occur then a referral to our Education Welfare Officer (EWO) will need to be made.

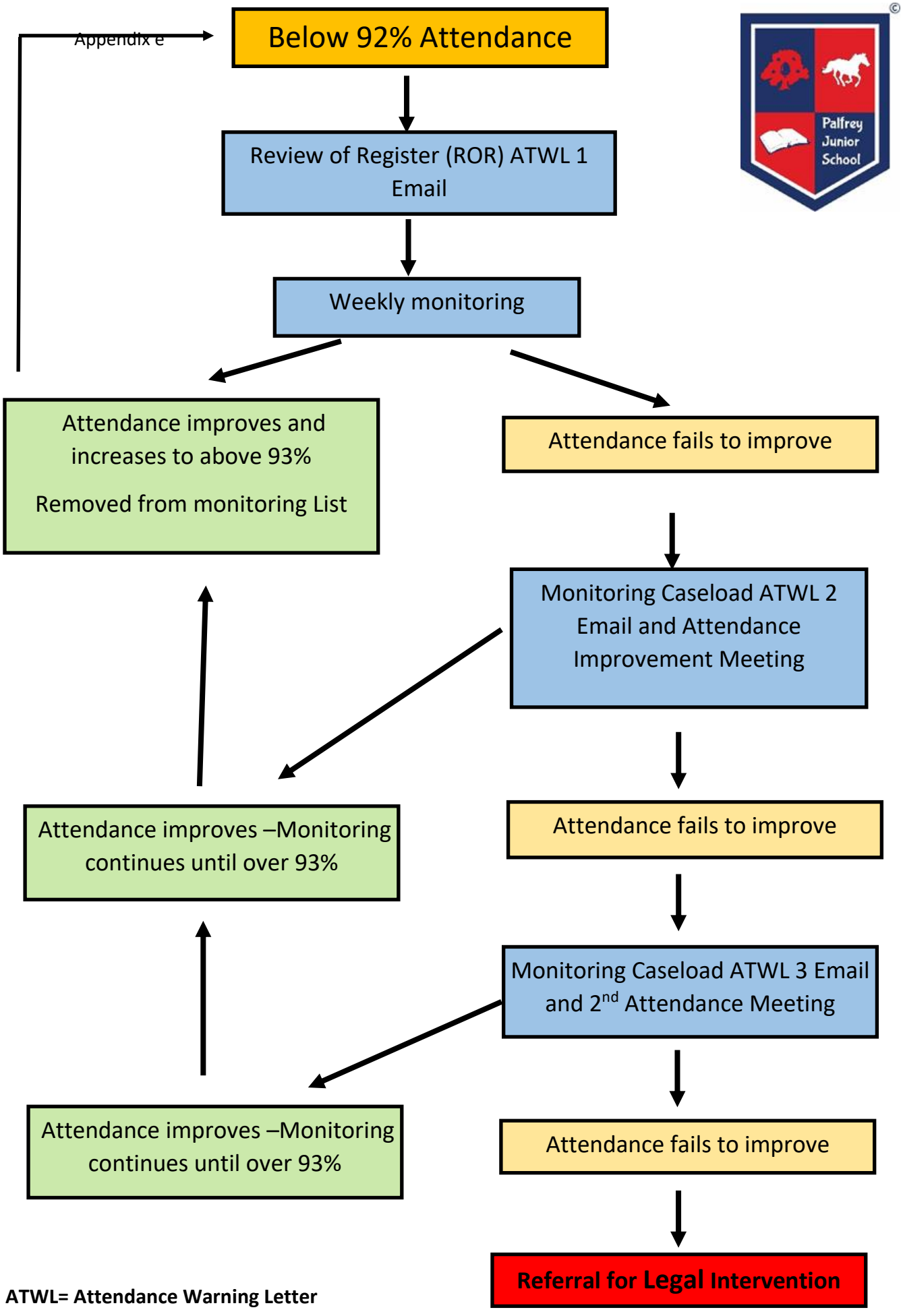
As we are committed to providing the best educational experience for all children. Consistent and punctual attendance is essential if children are to fulfil their potential.

If you would like to speak to somebody about your child's punctuality please do not hesitate to contact school.

Yours sincerely,

Ms C.Collis & Mrs E. Kinsey

Heads of School



ATWL= Attendance Warning Letter

Top Tips for Improving Attendance

- Show your child **you** think school is important by sending them every day on time.

- If your child tells you they are ill don't just let them have the day off. In the case of headaches, tummy aches and sore throats we advise they have a dose of a child friendly painkiller then bring them into school. We can always contact you to take them home if they continue to show symptoms of illness.

- Make sure your child is prepared for school, going to school without PE kit or completed Home Learning activities can be a major worry for some children.

- Tired children often don't arrive on time and find it difficult to learn in school. Set strict bedtime routines on school nights and make sure you stick to them. (This may be hard at first and may take time to implement but, will be well worth it in the end!)

- Set a routine for each morning, make sure the alarm goes off at the same time every day and everyone gets up when it goes off.

- Make sure everyone is up in time to have breakfast before they leave the house. Hungry children cannot perform well in school.

- Organise holidays and days out at weekends or in the school holidays.

Remember – if your child is absent for just one day a week, over the course of their school career they will miss two years of schooling!!!

Every day counts! Missing school is missing out

Attendance and Punctuality

Palfrey Junior School , Dale Street ,Palfrey, Walsall,WS1 4AH **Telephone:- 01922721092**

Attendance Matters....

The Government set attendance target for all primary school children is: **96%**

Every minute of every lesson counts, it allows your child to reach their full potential, succeed and flourish.

Punctuality means....

Being on time for school everyday.

All children should be at school for their allotted start time. Y5 & 6 = 8:30am Y3 & 4 = 8:45am. Being late means they miss their registration time and start of lessons.

What we do....
Record calls/messages regarding absence on the register.
Call home/text if your child is absent and we have not been notified.
Text home if your child is late for school.
Make calls/send letters home to discuss concerns if your child is missing too much school or is often late. Concern letters will be sent for attendance 93% or below.
Ask for medical evidence to be provided to authorise absences if your child's attendance is below 91% or they are absent for more than 3 consecutive days. E.g. note or stamp from docs/pharmacy, prescription/ medication info, appointment letter.
Inform the Education Welfare Services (EWS) of any child whose attendance is causing concern. Our Education Welfare Officer (EWO) will monitor any child whose attendance is less than 91% @ 90% your child would be classed as a 'persistent absentee'.
Our EWO will monitor attendance weekly and will conduct home visits, issue warning letters, fines and in very serious non attendance cases prosecution.
We will NOT authorise any holidays/extended leave taken in term time, if you choose to take your child out you will be fined £60 per parent per child and risk your child losing their place here at Palfrey Junior School.
We will share attendance figures with you regularly at parents evenings/ target days and with school reports and attendance % are included in the school newsletter.

Please be aware that the Education Welfare Service has a statutory responsibility to take legal action against parents whose children do not attend school regularly.

How can you help?

- Contact school before 9:00am if your child is absent.
- Have good bedtime and morning routines in place.
- Speak to a member of staff on the playground, the office, your child's teacher if you are having problems getting your child to school.
- Try to make medical appointments out of school hours.
- Do not take your child on holiday during term time.
- Send and collect your child on time.
- Only keep them off if they really need to be!
- Bring your child to school every day. Instil in them the importance of their education.
- Contact school on the first day your child is ill. Send any medical evidence to support@palfrey-j.walsall.sch.uk

WE ARE ALWAYS HAPPY TO HELP....

Don't let attendance or punctuality become a problem. Make contact with us and together we can find ways to solve problems and improve situations.

Rewards....

- Children with weekly 100% attendance will receive a special attendance sticker and 5 house points.
- Classes with the best weekly attendance wins 15 minutes extra playtime with access to all the sports equipment.
- The class with the best attendance at the end of each term will get an extra special outdoor learning session.
- Bronze, silver and gold certificates are awarded at the end of every term to children with 95%+ attendance.
- Those with Gold attendance 98-100% will also receive a prize
- At the end of the year **every child** who has **97%+** attendance for the **whole year** will receive certificates, a little prize and will be entered into a very special raffle to win one of four **£50 vouchers** for Smyths Toy Super-store. (1 winner per year group)

Everyday Matters! Be an Attendance HERO- Here Everyday Ready On time