# Vine Tree Primary School

## Attendance policy and procedures

### The school day:

Gates open: 8:40
Gates close: 8:50

End of day: 3:10

### Reporting absence:

If your child is not attending school you must call the school office on 01270 661526 before 8:40 to provide a reason for absence. Please avoid using "unwell" or "poorly" and give details of your child's specific symptoms.

### Request for leave during term time

If taking leave during term time, you MUST complete a form in the school office. Please note time off during term time would only be authorised in exceptional circumstances and evidence is required.

**First Offence:**

Term time leave or irregular attendance could result in a £160 fine per child, per parent. (It can be reduced to £80 if paid within 28 days)

**Second Offence:**

If a second penalty notice is given (within a 3 year period) for term time leave or irregular attendance, it could result in a £160 fine per child, per parent. (No reduced rate will be offered)

**Third Offence:**

If a third penalty notice is given (within a 3 year period) for term time leave or irregular attendance the case will be presented to the Magistrates court where fines can be up to £2500 per parent, per child.

### Medical appointments and medical proof

We understand that appointments can't always be made for outside of school hours. However, should your child need an appointment in school time we require medical evidence to authorise their time out of school

### Understanding attendance

If your child arrives at school up to 20 minutes after the gates close at 8:50, they will be given a late mark in the register.
(L code)

If your child arrives after 9:10 they will be given a late after register closes mark in the register.
(U code)

If your child is consistently late, it could result in a penalty notice.

If we are not informed of a reason for your child's absence, they will be given an unauthorised absence mark in the register.
(O code)

10 O codes (this is 5 school days of unauthorised absence) or 10 U codes (arriving late after register closes on 10 occasions) in a 10-week rolling period could trigger your first penalty notice.

## How we support attendance

### Day 1

We will send an in-app message via Arbor asking you to inform school of the reason for your child's absence.

### Day 2

If we do not hear from you on day 1, we will make a phone call to discuss your child's absence.

### Day 3

If we have not heard from you on day 2, we will attempt to call you again and will make a call to all other listed emergency contacts.

### Day 4

We will complete a Safeguarding Home Visit to check the well-being of your child.

### Supportive Parent meeting

We will arrange for you to meet with our Home School Support to discuss reasons for persistent absence to establish whether we can offer support and help to get to the root cause of the reasons for absence.

## Late Collection

If you are more than 10 minutes late to collect your child, without valid reason, they will be placed in the care of the After School Club and you will be charged a late collection fee via Arbor.

## How we celebrate attendance

Weekly class attendance

Half termly attendance raffle (3 prizes to be won)

Yearly attendance certificates for 96% and above

Half termly class winner (Hot chocolate with Mrs Marsden)

| | |
|---|---|
| 98-100% | •Excellent -children are accessing all learning opportunities |
| 96-97% | •Good - Very few learning opportunites are missed |
| 94-95% | •Risk of underachievement<br>•Up to 8 school days absent in an academic year |
| 92-93% | •High risk of underachievement<br>•Up to 10 school days absent in an academic year |
| 90-92% | •Severe risk of underachievement<br>•Upwards of 15 school days absent in the academic year |
| <90% | •Extreme risk of underachievement<br>•Upwards of 19 school days absent in the academic year |

## Minutes late (lost learning time)

5 minutes late each day = 3 days in lost learning

10 minutes late each day = 6.5 days in lost learning

15 minutes late each day = 10 days in lost learning

## Attendance Categories

Expected attendance: 96% - 100%

At risk of persistent absence: 90.1% - 95.9%

Persistent absence: 90% and below

Severe absence: 60% and below

Mrs Tunstall
Attendance Officer

Mrs Cope
Home School Support

Mrs Marsden
Senior Attendance Champion