

Attendance Matters

Attendance Matters at Copnor Primary School

We are very proud of our attendance at Copnor Primary School. This is because we work very hard with our families to ensure that we maintain our high standards for attendance and punctuality, because we understand the valuable role good attendance plays in supporting the children's learning and progress. The expectation is that every child's family strives to obtain above 96% attendance (7 days absence across the school year) for their child.

The Importance of Good Attendance

It is a legal duty of parents to ensure that their child/children attend school. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.



All children will have days when they are not able to come to school, whether that is due to illness or a family emergency, and the occasional day off is unlikely to affect their education. However, missing too much school can be seriously detrimental. Missing a few

days of school here and there may not seem a big deal, but research shows that it can have a significant impact on children's learning.

Children who miss a substantial amount of 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.


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

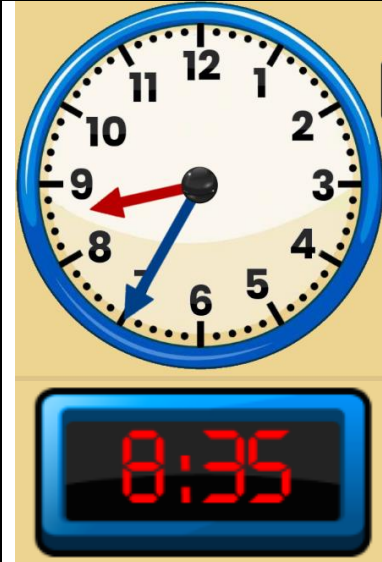

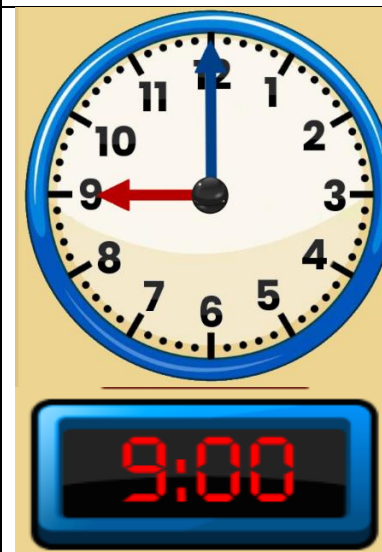
Pupils who miss between 10 and 20% of school (19 to 38 days per year) stand only a 35% chance of achieving five or more good GCSEs, compared to 72% of those who miss fewer than 5% of school. That sounds like it is a long way off and it is! However, missing 38 days in primary school each year means that they will miss out on up to 38 maths lessons and 38 reading/phonics lessons. A 1% fall in attendance correlates to up to a 5% fall in attainment.

90% attendance may sound good. However, this is the equivalent of missing a half-day of schooling EACH WEEK. If this continues every year, then a child with 90% attendance will miss HALF A YEAR's schooling by the start of Year 5 and a WHOLE YEAR's schooling by the time they start Year 10.

The VAST MAJORITY of children have attendance over 96% with a significant number having 99-100% attendance.

Our Daily Attendance Routine

Gates Open	
	<p>Our gate on Copnor Road is open to welcome everyone into school from 8:30am.</p> <p>Staff will be at the school gate in Copnor Road to provide a friendly smile, reassurance where needed and be able to answer any general questions about the day ahead or direct you to the right member of our team for further assistance.</p> <p>The gate on Highgate Road will also be open from 8:30am.</p>

Doors Open	
	<p>A member of the year team will greet you at your child's entrance into the school from 8:35am and will be available for a brief handover with you. Please share any information you feel the school should know for the day ahead.</p>
Registration starts	
	<p>Registers open at 8:45am and close at 9:00am.</p> <p>These are taken by a member of the school team (e.g. the teacher or a teaching assistant) in the classroom.</p>
Gates Close	
	<p>If you arrive for school after 9am, the usual morning entrances are closed. Therefore, please sign a child/children in via the school's main entrance where you will be asked to provide a reason for being late.</p>

Unexpected Absence

If your child is unable to attend the school, then this will need to be reported. Please telephone the school on the same day before 9.00am and inform the school of the reason. Telephone: 023 92 661191 (select option 1) or email attendance@copnorprimary.co.uk.

If an absence lasts for more than one day, then each day of absence should be reported on each day. The parent/carer is required, therefore, to provide an update on the absence and its likely duration.

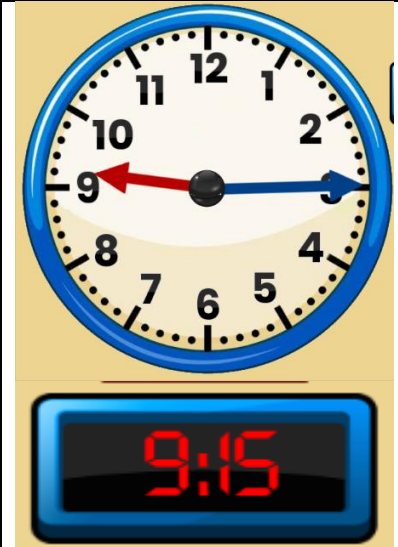
In some instances, the attendance officer has agreed the likely return date, for example after a period of isolation due to COVID-19 or sickness and diarrhoea. Where this is the case, the parent/carer should only phone in after the date of the expected return **if** the child has not returned.

How do I know if my child should or should not come into school with an illness?

It is sometimes difficult to know whether a child should or should not be kept away from school. The National Health Service (NHS) have provided a guide for parents/carers regarding when it is appropriate to keep a child at home.

It can be found at: <https://what0-18.nhs.uk/parents/carers/worried-your-child-unwell/child-unwell-ok-go-nurseryschool>

Punctuality

Lateness	
	Please note, we are required to mark all children arriving after 9.15am, 30 minutes after our day begins, as unauthorised late and this will impact overall attendance achievements.

It is vital that every child arrives at school by 9am (earlier where possible: see below). This means that they will be ready to start lessons with the rest of the children and will not lose learning time.

Did you know?

- Arriving 5 minutes late every day equals more than 3 days of learning lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.

- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

Graph to show the impact of lateness on a child’s education:



The VAST MAJORITY of children arrive at school on time and are NEVER LATE so are in school by 9am. Furthermore, most children are in school by 8:45am.

What happens between 8:35am and 9am?

Between 8:35am and 9am, the children will complete an independent activity. These vary dependent upon the year group but may include reading, spelling, reflection or a maths activity. They might also be responding to feedback. They will also be registered and will be asked whether they are having a school meal or a packed lunch.

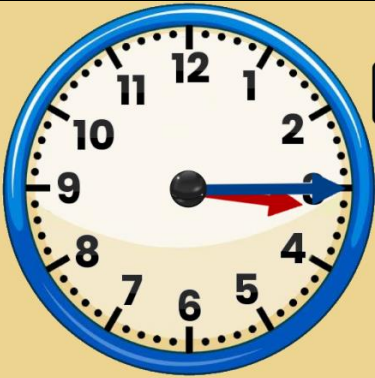
Wherever possible, your child should be in school for 8:45am.

Close of the school day

Gates open	
	<p>The school gates will open at 3:10pm. This is the entrance on Copnor Road along with the entrance on Highgate Road.</p> <p>A member of staff will be on the playground.</p>



Collection of children/ child released to walk home on their own



Please be aware that there is a 10 minute window for your child to be ready to be collected.

Uncollected children taken to the after-school club



Children who have not been collected will be taken to the after school club. A discussion will be had with an appropriate parent/carer on the child's contact list (starting at contact one and then working through the list). This is in order to arrange for collection of the child/children.

Where a child has not been collected by 6pm, the school will contact social services in order to seek the appropriate next steps.

School gates close



The school gates close at 3:30pm.

Requesting a Leave of Absence

In order to request a leave of absence, the parent/carer will be required to complete a Leave of Absence Form (LOAF). A leave of absence in term time can only be authorised in exceptional circumstances. They are authorised by the Headteacher. Holidays during term time will not be authorised.

If a leave of absence is rejected, the Leave of Absence Form is returned along with a letter warning that if the parent does decide to take the holiday/ leave of absence then the school will report this to the School Attendance Team. This may result in a fixed penalty notice.

Planned Medical Appointments

Where possible medical appointments should be arranged outside the school day/term. However, we understand that this is not always possible. In the event that your child has an appointment during the school day, we ask that these are notified in advance. Please provide the school with an appointment letter, text or email for our records. In order to support your child's overall attendance, then children should attend school before and after their appointments and arrangements made with our attendance officer for collection via the school office. All children who are fit to return following their appointment should be brought in as soon as possible.

How do I ensure that my child's absence is authorised?

- Arrive for school on time and everyday school is open.
- Report any absences for illness each day of the absence and provide any evidence that may be requested.
- Be available to take a call from school to provide any further information we may request.
- Report any planned leave of absences in advance on a leave of absence form, allowing time for Mr Johnson to consider the reasons and respond to the request.
- Holidays should not be planned during the school day/term as these cannot be authorised.
- Report all medical appointments scheduled to take place during the day in advance with the documentary appointment information.
- Bring children into school before/after medical appointments, if they are well enough to do so.

How does the school support with attendance?

We know that the provision of a clean, comfortable learning environment with a caring ethos is key to ensuring that the children want to attend school. We take prompt action when a child is unhappy in school, for whatever reason. This is in consultation with parents/carers. The school specifically monitors where absence could be caused by a fear of, or actual, bullying and responds appropriately (see the behaviour and anti-bullying policy for more details).

All children with 100% attendance in a week are awarded a House Point by their class teacher.

KS1 and KS2 House Attendance Cups are awarded each week in assemblies for the best house attendance.

100% Attendance certificates awarded at the end of each academic term: Autumn, Spring and Summer.

100% Attendance certificates awarded at the end of the academic year.

Half-termly Attendance Newsletters will be sent to parents/carers to support our focus on good attendance and in order to share our school's attendance achievements. Newsletters will provide current data and hints and tips for improving attendance or how to correctly follow the attendance processes.

Our pastoral team can provide support to families who may have concerns about their child's attendance this support can be requested by contacting Mrs Bailey our attendance officer via the school office or by emailing attendance@copnorprimary.co.uk. Our pastoral team have access to a range of resources they can share with you, organise further school support or refer to external agencies for help with a parent/carers permission.

What happens if my child's attendance drops below 96%?

Each child's attendance is monitored to check they are in school. If they are absent, then the school will seek to find out why they are absent and when they are likely to return to school.

- Where attendance falls below 96%, your child's attendance is more closely monitored by the attendance officer.
- Should your child have 8 sessions (4 days) absence then a letter will be sent requesting any evidence available for future absences is provided.
- Should a child have 12 sessions (6 days) absence then our attendance officer will contact parents/carers prior to sending out a letter requiring evidence for future absences.
- Where evidence is not provided then future absences are recorded as unauthorised. A fixed penalty warning letter can be issued after 10 unauthorised sessions (5 days) by Portsmouth City Council's School Attendance Team. If absences do not improve after 30 days, then the Schools' Attendance Team may issue a fixed penalty fine to parents/carers.
- Absence information for all children with absent levels below 90% are reported to PCC's Schools Attendance Team, at their request, half termly and we will follow the guidance provided by them when making decisions and referrals for further Fixed Penalty notices or Prosecution.

- If Attendance remains poor, then formal meetings will be requested by letter and formal support will be put in place in an Individual Attendance Plan (IAP) with parents/carers. IAP's will be regularly reviewed in ongoing formal meetings.
- Poor attendance is a safeguarding concern. If a child's absence becomes severe (below 50%) then we will follow guidance and refer the information to the Multi Agency Support Team who may want to implement further formal support such as Early Help Intervention. Where we have concerns about a child linked to absence we may decide to refer to the Multi Agency Support Team earlier.

Who can I talk to about attendance/punctuality?

For day-to-day attendance, please speak to the child's teacher or a member of the year group team who will do their best to help with your enquiry or will be able to seek the appropriate support to help with your query.

For more detailed support on attendance, please contact the Attendance Officer, Mrs Janette Bailey. She can be contacted via the school office.

Telephone the school on 023 92 661191 and hold to speak to a member of the office team. Out of hours, please leave a message on option 1 (the attendance line). Alternatively, email attendance@copnorprimary.co.uk.

She aims to respond to a query within two working days of the contact being made. She is able to call upon the support of the welfare team and the Senior Leadership Team (SLT) in order to help support you and your family with attendance.

ON TIME – ON TARGET



Attendance Matters. Every day counts

