

May 2022  
Issue 2

# SCPNS Attendance and Punctuality Newsletter



## Why regular attendance is so important

South Camberley Primary and Nursery School is an inclusive school and we wish for all children to have the best educational experience they can. Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time. Regular attendance at school helps to develop:

- Friendships
- Social skills
- Team values
- Life skills
- Cultural awareness
- Career pathways

If a child is regularly absent, they will fall behind with learning. Therefore attendance is fundamental in making sure young people become successful learners. When children attend school consistently, they are more likely to do well in their work, but also build strong relationships and feel connected with the school community.

### Why is it so important to attend every day?

Learning is a progressive activity; each day's lessons build upon those of the previous days.

Classes also use discussions, demonstrations, experiments and participation as part of the daily learning activities and these cannot be made up by those who are absent.

***Attendance  
matters ...  
to every  
child,  
every day***

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***Every day in school makes a difference to  
your child's future ...***

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## Tips to help achieve good attendance:

- have a routine from an early age and stick to it
- make sure your child understands the importance of good attendance and punctuality
- make sure they understand the possible implications for themselves and you as a parent if they don't go to school
- take an interest in their education - ask about school work and encourage them to get involved in school activities
- discuss any problems they may have at school and let their teacher know about anything that is causing concern
- do not let them take time off for minor ailments or holidays during term time
- organise medical appointments for after school or in the holidays

## *Attend today, Achieve Tomorrow!*

### Attendance and COVID 19

The onset of COVID has undoubtedly had a huge impact on learning and attendance at school. Since 8th March 2021, the expectation from the Government has been that every child should attend every day. We continue to follow our health and safety risk assessments and should we need to revert back to any COVID related restrictions, we have a contingency plan in place, available on our website.

As of the date of this newsletter, the advice is that if your child has either a high temperature and/or does not feel well enough to go to school or do their normal activities, your child should try to stay at home and avoid contact with other people. They can come back to school when they feel better or do not have a high temperature. You should report your child's absence by 9am on each day of their absence.

If your child has mild symptoms such as a runny nose, sore throat or mild cough and they feel well enough, they should come to school.

### Consider this ...

This academic year, there are **190** statutory school days.

This leaves **175** days for shopping, birthday treats, non-urgent medical and dental appointments, holidays etc.

If a child misses **16** days of school in a year, they are out of school more than they are in.

## Attendance Incentives

We have devised a programme of incentives to encourage excellent attendance and punctuality and we will revisit them periodically.

We will celebrate 'best class attendance' and 'best class punctuality' each week. As well as certificates for their classroom doors, KS1 will keep the Attendance Bear in their class as a reward and KS2 will have a trophy.



Each half term, those with the highest attendance will receive a personalised certificate.

The class with the highest attendance on each site will get an invitation to have **hot chocolate** with a member of the Senior Leadership Team.

Pupils who have the 'most improved' attendance and punctuality will also be recognised.



At the end of each term, a special assembly will celebrate pupils who have achieved 100% attendance for that term. As well as collecting a **badge** and **certificate**, their names will be entered into a raffle for a chance to win a **Grand Prize** at the end of the year!

**So far this academic year:**

**343** 100% badges have been awarded



**6** classes have enjoyed a hot chocolate treat

**100's** of excellent attendance certificates have been given out — too many to count!

**Well done to all those who have received an attendance award so far!**

# Attendance

## South Camberley Expectations

### Expected absence procedure for parents

Parents have a legal responsibility to ensure their child attends school regularly. However, if a child is unavoidably absent from school, parents are expected to:

- Telephone the school office on 01276 63870 by 9.30am on the first day of absence and each subsequent day to report the reason for the absence and expected date of return
- When requested, provide medical evidence, or other supporting documentation, that supports the absence. Examples include a dated medical appointment card, a photocopy of a signed and dated prescription, labelled medication packaging, receipt for over the counter medication or a note/computer printout from a GP/hospital confirming your child has been seen, together with the reason
- If there is no contact from the parent, the Attendance Protocol will be instigated

### Attendance Protocol

Where a pupil is absent without explanation, the school will respond as follows:

- The first day calling procedure will be activated for all pupils who are not in school by the close of register, by contacting the parent via phone or text
- If there is no response following the first day calling procedure, the school will contact the pupil's named emergency contacts

In certain circumstances, the school may also:

- Carry out a safeguarding home visit, or contact the police and/or social services where there are concerns for the immediate safety and welfare of the pupil
- Write to the parents to highlight attendance or punctuality issues
- Require parents to provide medical evidence, or other documentation, to support the level of absence
- Invite parents to a meeting to discuss how the school can support improved attendance
- Refer parents to the school's Education Welfare Service provider for formal intervention
- Refer to Surrey County Council requesting a penalty notice or to consider prosecution

## Leave of absence requests

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days to be authorised. In the small amount of cases in which leave is granted, proof may be required to validate your request.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved. Government Regulations state that parents who take their child out of school during term time, without the authority of the Headteacher, will **each** be liable to receive a penalty notice. Penalty Notices will be issued by the Local Authority and in Surrey it has been agreed that Penalty Notices will only be issued where 5 days unauthorised 'leave of absence' is taken. These absences do not have to be consecutive but could be accumulated over a 3 month period.

## Surrey County Council Fixed Penalty Policy

If your child is statutory school age, unauthorised absence of 5 days or more may result in the issue of a Penalty Notice. Penalty notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct.

The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid by the end of the 28-day period the Local Authority will prosecute the recipient for failing to ensure the regular school attendance of their child under section 444 Education Act 1996.

Please be aware that **each** parent is liable to receive a Penalty Notice for **each** child who incurs unauthorised absences. For example, if there are two parents and two children, each parent will receive two Penalty Notices.

If you would like to read more on penalty notices then please go to the Surrey County Council website where the information is readily available.

## Medical Evidence

As a school, we want to work in partnership with parents and are here to help support families having issues with attendance. The procedure of fines is a last resort and something we wish to avoid. This is why we, on occasion, require medical evidence to be able to keep our records up to date and negate the need to refer to Surrey.

**If you have any further questions, please do not hesitate to speak to the school office and should you wish, arrange to meet privately with our Education Welfare Officer.**

# Punctuality

Being late affects both your child's learning and that of the rest of the class. Important instructions are missed and having to join the class when everybody else is settled and ready to learn can embarrass and worry many children.

## School Timings

Year	Gates open	Registration
Nursery	8:30	8.35
Reception	8:40	8:50
Year 1	8:40	8:50
Year 2	8:40	8:50
Year 3	8:30	8:45
Year 4	8:30	8:45
Year 5	8:30	8:45
Year 6	8:30	8:45

**'The beginning of a great day, starts the night before ...'**  
**Sukant Ratnakar**

We operate a soft start, so pupils may arrive on site as from 8.30am / 8.40am (see above) and go straight to their classroom, to start their early morning activity.

**Children should be in their classroom at their allotted registration time (see above). Any child arriving after this time will receive an L mark (late).**

Arriving 30 minutes or more after registration receives a U mark, which counts as an unauthorized absence for that morning. This therefore counts against attendance as well as punctuality.

### Escalation to EWO for persistent lates

If a child is persistently late, they will be referred to our Education Welfare Officer (Andrea Green) or Head of Inclusion (George Ridgway). They will work with you to help improve your child's punctuality.

## Tips for getting to school on time:

- Get uniform ready the night before
- Prepare lunch boxes as much as you can the night before
- Put breakfast out the night before
- Get a good night's sleep / have a good bedtime routine
- Get up in plenty of time



