



St Peter's C of E Primary Academy Mansfield

Attendance Policy

Policy:	Attendance Policy
Approved by:	Local Governing Body
Date:	September 2024
Review Cycle:	Annual

Version	Date	Author	Changes
2025	08.08.25	Joanna Kaluza	Parent expectations in attendance expectations. Senior leader for attendance is Joanna Kaluza. Removal of afternoon nursery. Added early collection of children information.
2025	11.09.25	Joanna Kaluza	Updated when staff will visit the family home: either on the day or the next day.

1. Introduction

At St. Peter's CofE Primary Academy Mansfield, we believe that regular attendance is vital for the academic success and personal development of our pupils. This policy outlines our commitment to promoting and managing high levels of attendance, ensuring that all pupils have the opportunity to thrive in a supportive educational environment.

2. Attendance Expectations

- Pupil Attendance: We expect all pupils to attend school regularly and punctually meaning children should attend every day.
- Our target is to improve overall attendance to above 95%.
- Parent Responsibilities: Parents are expected to inform the school of their child's absence on the first day by 8.30am, providing the reason for the absence. Parents should then keep school informed by 9.00am each subsequent morning of the absence.

3. Roles and Responsibilities

- Senior Leader for Attendance: The designated senior leader responsible for attendance is Joanna Kaluza, Head Teacher.

This individual will oversee the strategic approach to attendance within the school.

- Attendance Officer: Anita Jackson, Administrative Assistant will manage day-to-day attendance issues and be the first point of contact for parents regarding attendance.

4. Day-to-Day Attendance Management

- Registration: Classroom doors open to welcome children at 8:40am and registers are completed at 8:45am and closed at 8:50am. The end of the school day is 3:15pm.

The only exception to these times is for our nursery provision to ensure pupils can access their 15-hour entitlement:

8:30am until 11:30am (morning session)

- First Day Calling: Any absences should be reported to the school office as soon as possible and in the case of illness by 8:30am. If the child is likely to be absent for further days, ring the office each day of absence.
- If the office have not received notice of an absence, then a text will be sent by 9am as a reminder. A follow up phone call will be made by 9:30am if there is still no reason for absence.
- A member of staff will visit the family home if no contact can be made as soon as reasonably possible: either on the day or the next day.

- **Monitoring Absences:** Unexplained absences will be followed up with parents. If absence continues without explanation, further contact will be made to ensure the pupil's safety.
- **Emergency Contacts:** The school will maintain multiple emergency contact numbers for each pupil to facilitate communication.
- **Early Collection:** If a child has a medical appointment, proof of this needs to be shown to the school office in advance of the appointment. Parents should not collect pupils early unless they have a valid medical appointment.

5. Promoting Good Attendance

- **Incentives:** We will promote and incentivise good attendance through rewards and recognition programmes for pupils and classes with high attendance rates. Children with attendance above 95% are rewarded each term with a certificate. Children with 100% attendance each term earn a pin badge.
- **Communication:** Regular updates on attendance levels will be provided to parents through the school newsletter, explaining the impact of attendance on learning.

6. Supporting Pupils with Barriers to Attendance

- **Identifying Needs:** We will identify pupils who require additional support due to persistent (below 90%) or severe absence (below 50%) and refer them to appropriate support services.
- **Collaboration with Families:** The school will work collaboratively with families to address barriers to attendance, ensuring that support is tailored to individual needs.

7. Fixed Penalty Notices

- **Sanctions:** Fixed Penalty Notices may be issued for unauthorised absences, including holidays taken during term time, if support measures have not been successful or engaged with.

If your child has more than 5 days or 10 unauthorised sessions over a period of 10 weeks, you will be issued with a fine from the local authority (Nottinghamshire County Council). This includes term time holidays and unauthorised sessions/days a child is not in school. It does not have to be 10 consecutive days.

- **Current rate of fines is:**

First Offence: £160.00 per parent per child. This is reduced to £80.00 per parent per child if paid within 21 days.

Second Offence: (within 3 years of the first offence) £160.00 per parent per child to be paid within 21 days. (There is no reduction for early payment).

Third Offence: (Within a three-year rolling period) No fine is issued for a third offence. You will be referred directly to Magistrates Court. Fines of up to £2500.00 per child per parent may be issued.

8. Policy Review

This policy will be reviewed annually, and feedback from pupils, parents, and staff will be considered to ensure it remains effective and relevant.

9. Accessibility

This policy will be made accessible to all stakeholders, including being published on the school's website and shared with parents during their initial information pack when joining the school.

Conclusion

At St. Peter's CofE Primary Academy Mansfield, we are committed to fostering a culture of high attendance through clear expectations, effective communication, and supportive measures. By working together, we can ensure that all pupils have the opportunity to succeed.