



Croxby  
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Dear Parents and Carers,

office@croxbyprimary.co.uk

[www.croxbyprimary.co.uk](http://www.croxbyprimary.co.uk)

### School Attendance Information

Croxby Primary seeks to ensure that all its learners receive a full-time education which maximises opportunities for each learner to realise their true potential, socially, emotionally and academically. We strive to provide a welcoming and caring environment, whereby we truly do build a community and nurture the success of all learners.

Promoting and encouraging regular school attendance is an extremely powerful way you can prepare your child for success in all aspects of their life. When school attendance is a priority, you help your child to support their learning, develop healthy life habits, and improve their chances of achieving their full potential.

**To all parents and carers who continually work hard every day to ensure their children are consistently in school and on time, we thank you for your support.** We would also like to take this opportunity to remind all parents and carers of some expectations.

Our school's Attendance Policy and procedures are on our website, and parents/carers are sent a reminder of these at the beginning of every half term.

Please visit this section of our website for further information [Link to Website](#)

Key points:

- Children should attend every day and on time.
- There are 175 non-school days per year for families to take holidays, family visits, days out, shopping trips and appointments.
- If your child is absent due to illness, parents/carers should follow the absence procedures.
- Medical evidence will be required for absences of 5 days or more. Medical evidence may also be requested at any other time to support your child's absence.
- Routine medical appointments should be made outside of school time. Where this is not possible, learners should be out of school for the minimum amount of time necessary. Appointments made during school time should be emailed to the office email 24 hours in advance, including medical evidence of the appointment. Appointments without evidence will not be authorised.
- We will not authorise early collections for any reason other than medical appointments with supporting evidence.
- Requests for leave of absence for exceptional circumstances in term-time must be made in advance by completing the relevant request form and providing evidence as per the guidance.

- There is no provision in law for a Headteacher to authorise term-time holidays. Any request for a holiday in term time will be unauthorised. Written confirmation of holidays should be sent to the office email before the absence. If we believe an absence is due to a holiday, then it will be unauthorised until evidence you provide can prove otherwise.
- The school has a duty of care, shared with the Local Authority, to challenge poor attendance.
- Parents and carers who fail to ensure that their child attends school regularly and punctually are liable for legal sanctions which the school may pursue in partnership with the Local Authority.

|                                                 | <b>Threshold Attendance</b> | <b>Actual Attendance</b> | <b>Whole Days Absent</b> | <b>Learning Hours Lost</b> |
|-------------------------------------------------|-----------------------------|--------------------------|--------------------------|----------------------------|
| <b>Excellent</b>                                | 100%                        | 190 days                 | 0                        | 0                          |
|                                                 | 99%                         | 188 days                 | 2                        | 10                         |
| <b>Good</b>                                     | 98%                         | 186 days                 | 4                        | 20                         |
|                                                 | 97%                         | 184 days                 | 6                        | 30                         |
|                                                 | 96%                         | 182.5 days               | 7.5                      | 37.5                       |
| <b>Cause for Concern</b>                        | 95%                         | 180.5 days               | 9.5                      | 47.5                       |
|                                                 | 94%                         | 179 days                 | 11                       | 55                         |
|                                                 | 93%                         | 177 days                 | 13                       | 65                         |
|                                                 | 92%                         | 175 days                 | 15                       | 85                         |
|                                                 | 91%                         | 173 days                 | 17                       | 85                         |
| <b>Persistent Absentee</b>                      | 90%                         | 171 days                 | 19                       | 95                         |
|                                                 | 89%                         | 169 days                 | 21                       | 105                        |
|                                                 | 88%                         | 167 days                 | 23                       | 115                        |
|                                                 | 87%                         | 165 days                 | 25                       | 125                        |
| <b>Serious Cause for Concern</b>                | 86%                         | 163 days                 | 27                       | 135                        |
| <b>Pre-Legal <u>may lead to prosecution</u></b> | 85%                         | 161.5 days               | 28.5                     | 142.5                      |
|                                                 | 84%                         | 159.5 days               | 30.5                     | 152.5                      |
|                                                 | 83%                         | 158 days                 | 32                       | 160                        |
|                                                 | 82%                         | 156 days                 | 34                       | 170                        |
|                                                 | 81%                         | 154 days                 | 36                       | 180                        |
|                                                 | 80%                         | 152 days                 | 38                       | 190                        |

**Figures based on 190 days expected attendance (whole year)**

### **Enforcement Procedures**

#### **Cause for concern – 95% to 91%**

- First Stage - You will receive a monitoring letter and your child's attendance will continue to be monitored for the next four weeks.

### **Persistent Absentee – 90% or below**

- Second Stage – you will be contacted by Mrs Wright to discuss our concerns and any support we can offer. You will receive an attendance letter explaining the next stage.
- Third Stage – If your child continues to be absent within the next four-week period, then an attendance plan will be arranged. Medical evidence will be required for all future absences. The plan will remain in place until your child's attendance percentage is sustained above 95%.
- Fourth Stage – If absence continues without medical evidence, you will be required to attend a pre-Legal meeting with a Governor and a member of the leadership team.
- Final Stage – If concerns remain and the support offered has not been acted upon, we will make a referral to the local authority, and you could face prosecution.

### **Punctuality**

As soon as Croxby learners enter their classroom at 8:45 a.m., they begin their learning for the day.

| <b>Minutes late per day</b> | <b>Equivalent of missing</b> |
|-----------------------------|------------------------------|
| 5 minutes                   | 3.4 school days a year       |
| 10 minutes                  | 6.9 school days a year       |
| 15 minutes                  | 10.3 school days a year      |
| 20 minutes                  | 13.8 school days a year      |
| 25 minutes                  | 20.7 school days a year      |

**A late mark will be recorded if your child arrives after 8:55 a.m. If your child arrives after 9.25am, then an unauthorised late mark will be recorded. This is equivalent to ½ a day's absence.**

### **How will the school support me?**

All staff will work with learners and their families to ensure each learner attends school regularly and punctually. As parents/carers are aware, school attendance is compulsory, and it is also the responsibility of staff at Croxby to record attendance and follow up absence.

Following unprecedented levels of disruption to children's education in recent years, the most important thing is that the school, parents and carers work together to ensure children attend school every day. If you are worried about your child/children's school attendance, the first port of call is to discuss your concerns with us directly. We have specialist staff who may be able to support, and work closely with mental health, children's services, and local authority teams who may also be able to help.

If you have any concerns about your child's attendance or have any further questions, please contact the school office via email, and they will direct you to the member of staff who is in the best position to support you.