



Croxby Primary
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Dear Parents and Carers,

Attendance Information

Croxby Primary seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil 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 pupils.

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 that 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 school 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.
- 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 appointments should be made outside of school time.
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.

- Requests for leave of absence for exceptional circumstance 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 need to be sent to the office email prior to the absence. If we suspect an absence is due to holiday, then it will be unauthorised until evidence 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.

	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	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
Persistent Absentee	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious Cause for Concern	86%	163 days	27	135
Pre-Legal may lead to prosecution	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 pupils enter their classroom at 8.45am they start their learning for the day.

Minutes late per day	Equivalent of missing
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

If your child is late and arrives after 9.15am 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 pupils and their families to ensure each pupil 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.