

ATTENDANCE NEWSLETTER

Working together to improve our whole school attendance.

Uplands Junior School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. Uplands attendance target is 97.5% which we will be working very hard to achieve. You can view our attendance on our website weekly under the attendance tab.

Our school has a responsibility to report all attendance figures to both the Governing body and the Local authority on a termly basis.

In order to improve our whole school attendance and avoid unauthorised absences on your child's attendance record please follow these guidelines if your child is unwell:-

Contact school on **every day** of absence by telephone before 9am if possible.

Provide medical evidence of illness: if at all possible this could be:

- A GP appointment card (name/date/time clearly stated)
- Prescription
- Medical Packaging
- Medication
- Hospital Letter/Appointment Letter

Uplands responsibility to safeguard your child when absent from school:-

- ◆ Day 1 : Text message will be sent out before 9.30am asking parents to contact school.
- ◆ Day 2: Text message and a telephone call will be made asking parents to contact school.
- ◆ Day 3: Text message/telephone call and a home visit will be made by Senior Leadership teams or the Educational Welfare Officer.
- ◆ Day 3: Police will be contacted if a home visit is made by the Senior Leadership teams and there is no response for the safety of the whole family.

The above steps have been put in place to protect yourself and your child as part of our safeguarding process.

We are always happy to provide support and discuss any issues you have regarding your child's attendance and hope that if we all work together we will be able to make improvements and achieve our 97.5% target. Our Educational Welfare Officer visits school every 3 weeks to monitor our attendance and is available at this time to answer any questions you may have. We will inform you of dates of drop-in sessions that she will be offering throughout the year.

Thank you for continued support.

Uplands Junior School
Attendance Colour Codes



What does my percentage attendance mean?

Which attendance group am I in?

What attendance group am I aiming to be in?

95% - 100%
WELL DONE THIS IS EXCELLENT!

Children in the green group will have been absent for less than 2 weeks or may have attended school every day. This is excellent!

92% - 94%
VERY GOOD - BUT BE CAREFUL!

Children in the blue group could be missing up to 2 weeks of learning in the whole school year. Children in this group need to be aware that any unnecessary absences would easily drop their attendance below 90% and start to have an effect on their learning.

85% - 91%
IMPROVEMENT NEEDED URGENTLY!

Children in the grey group could be missing at least 4 weeks of learning in the school year. This will certainly have a serious effect on a child's education. Children in this group are closely monitored by the Headteacher and the Education Welfare Officer.

80% - 84%
SERIOUS - NOT GOOD AT ALL!

Children in the orange group you could be missing up to 6 weeks of school in the school year. This is unacceptable. Parents of children in this group are at risk of prosecution.

Less than 80%
VERY SERIOUS - PERSISTENT ABSENCE PUPIL

Children in the red group are identified as 'Persistent Absence Pupil and could be missing up to 8 weeks of school in the school year. Parents of children in this group could be prosecuted.

A school letter will be sent to you outlining our attendance procedures if your child's attendance is constantly below 95% without receiving any communication or medical evidence from parents.

Respect For All

REWARDS IN SCHOOL FOR ATTENDANCE



Uplands Junior school rewards attendance in the following ways:

Weekly "Best attending class" trophy each for lower and upper school presented on a Friday in Awards assembly. Winning class may select from:

- ◆ 10 minutes extra play
- ◆ 10 minutes iPad time
- ◆ Time in the school garden
- ◆ Class parachute game

Class attendances will be handed out weekly and displayed in classrooms and discussed. This will be one of the roles of the class attendance ambassador - (new for 2023/2024)

If a class achieves 100% attendance over the week then they win a non-uniform day (day to be decided by class teacher and text sent home to parents).

Termly "Best attending class" across whole school. There will be a small prize for the teacher and then the pupils can select from 15 minutes of:

- ◆ Extra playtime
- ◆ Mini "Golden time"
- ◆ Garden time
- ◆ Parachute or cooperative class game
- ◆ iPad or laptop time

Termly-2 x £10 vouchers prizes to be given across school. The computer will randomly generate the name of 1 pupil achieving 100% attendance for the term and 1 pupil achieving 98% plus.

End of Summer term: children achieving over 98% attendance will receive a certificate and a small prize pick (e.g. pencil, key ring, rubber etc).

From September 2023 each class will have an Attendance Ambassador.

Their role will be to:

- ◆ Display the class weekly attendance figure and compare this to the school target
- ◆ Collect the cup and support in deciding on class rewards where appropriate
- ◆ Provide a positive role-model for attendance
- ◆ Support pupils as required in being punctual and attending school

Please note:

There will be consideration for children who are ill with serious conditions that may require regular medical appointments and/or time out of school.

Taking you child out of school in term time.

Uplands Junior School along with the local authority does not support children taking time out of school during term time. Any leave of absence requested will not be authorised by the Headteacher unless it is an exceptional circumstance and this decision will be final. This does not mean that you cannot take your child out—it is just unlikely to be authorised and therefore will show as unauthorised in the register.

To make a request for leave of absence in term time you will need to:

- ◆ Complete a leave of absence request form which is available from the school office. (Please include both Parent/Carer details as outlined on the form)
- ◆ The completed form must then be returned to school for approval.

School will then write to you to advise the request will not be authorised and a Penalty Notice of £60 per parent per child will be issued by the local authority if the leave is 5 or more days. This amount will increase to £120 per child per parent if it is not paid within 21 days of receipt of the notice.

When your child returns from the leave of absence the paperwork will be sent to the local authority and the penalty notice will be issued. You can not appeal a Fixed Penalty Notice once the Headteacher has deemed the leave of absence as unauthorised and this is in the vast majority of cases.

A request for leave of absence will only be authorised by the Headteacher and a Penalty Notice will not be issued if the Headteacher is satisfied that there are exceptional or compelling circumstances such as:

- ◆ Sudden death of a family member.
- ◆ Medical Emergency.

Evidence would need to be seen by the Headteacher in order to authorise the leave of absence.

The Headteacher has to report leave of absence requests to the board of Governors each term and Ofsted when they inspect.

Parent/Carer's have a duty to ensure their child/children's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Please note that religious observances such as Eid are not included in the above. These are given a special code in the register.

Respect For All

