



DEANERY C.E. PRIMARY SCHOOL Academy status

Attendance policy summary

Dear parents/carers,

At Deanery we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters

Consistent school attendance allows your child to:

- › Fully engage in learning and make academic progress
- › Develop critical social skills by interacting with their friends and teachers
- › Grow in confidence in a supportive and nurturing school environment
- › Build a sense of routine and responsibility, essential for future success

Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to us.

Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- › **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- › **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- › **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and we will review it
- › **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office before 9:15am to inform us about your child's absence. An email may also be sent to enquiry@deanery.bham.sch.uk and marked 'Absence'
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records
3. **Keep us informed** of each subsequent day of absence

Where the school is not made aware of the absence of a pupil the school will:

- Send a text to parents after 9.30 a.m on the morning of the first day of unexplained absence to ascertain the reason. If no reply is received, this will be followed up with a telephone call.

Approval for term-time absence

Any request should be made in writing and preferably on the 'Notification for Leave of Absence during Term Time' form to the head teacher and submitted as soon as it is anticipated. The head teacher may require evidence to support any request for leave of absence.

A leave of absence is granted at the head teacher's discretion, including the length of time the pupil is authorised to be absent for. The head teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

Term-time holidays

Parents are strongly encouraged to ensure that their children attend school for 100% of the year.

Governors of Deanery are opposed to children taking time off school for holiday purposes. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

Sanctions for unauthorised absence

There is a new national threshold for issuing penalty notices which has been set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks. If issued with a fixed penalty notice, you will need to pay this directly to the local authority –£160 per parent per child but this can be reduced to £80 per parent per child if paid within 21 days.

However if, in an individual case, the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met.

An example of this could be where a parent is deliberately avoiding the national threshold by taking several term time holidays below the threshold, or repeated absence for birthdays or other family events. This reflects the seriousness of unauthorised of absences from school.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.

Lateness and punctuality

Punctuality is very important. Children who are late cause disruption to the staff and other children in the class, more importantly it is embarrassing for the child and is disruptive to their education. It is therefore important for parents to ensure that their child/children arrive at school on time. School doors are opened at 8.45am until 8.55am. Children can go into school during this 10 minutes. Duty staff are on classroom doors to

meet and greet and will lock the doors at 8.55am on the school bell. If a child arrives after 8.55am then they should be brought to the main school office by their parent/carer and signed in.

The close of registration is at 9.20am.

A pupil who arrives late:

Before the register has closed (between 8.55am and 9.20am) will be marked as late, using the appropriate code

After the register has closed (After 9.20am) will be marked as absent, using the appropriate code

My question hasn't been answered here

Please get in touch with us via the school email address enquiry@deanery.bham.sch.uk with any further questions, and we'll be happy to discuss them with you.

A copy of our full attendance policy is available on request.

Thank you for your cooperation in making sure your child receives the best possible educational experience.

Yours sincerely,

Jayne Lockett (Mrs)
Head Teacher

Contact information

School office: 0121 351 6441

Email: enquiry@deanery.bham.sch.uk

Website: <https://www.deanery.bham.sch.uk/>