



Sutton on the Forest Primary School



Policy statement – Pupils’ Punctuality and Attendance

(To be read in conjunction with DfE and NYCC policy statements)

The highest standards of attendance and punctuality are encouraged for all pupils at all times.

School will endeavour to work with all parents/carers to assist them in carrying out their duties as required by the DfE.

Where a child’s attendance causes concern, the following parameters and actions will be considered by the Headteacher:

(Each case will be considered individually based on circumstances)

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Attendance will be monitored by the School and attendance history considered• Contact with parents/carers if deemed necessary
90% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Letter to parents/carers asking them to work with school to improve attendance• Discussion with parents/carers to develop a plan of action
85% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Discussion with ESW service re possible referral for consideration within NYCC policy and practice guidance
Repeated incidences of illness-related absence	<ul style="list-style-type: none">• Discussion with parents/carers• Referral to school nurse• Request that parents/carers provide proof of doctor’s involvement (appointment card with child’s name on / letter / copy of prescription etc)• Work for the pupil might be sent home to be completed
Repeated arrival at school after 9.05am	<p>This will be marked in the class register as a LATE.</p> <ul style="list-style-type: none">• Letter to parents/carers requesting that the matter is addressed and offering support• An action plan to be established• Consideration of request from outside agencies through the Common Assessment Framework

Repeated arrival at school after 9.20am

This will be marked in the class register as an UNAUTHORISED ABSENCE for the session.

- An action plan to be established
- Consideration of request from outside agencies through the Common Assessment Framework
- Referral to the Education Social Worker for consideration within NYCC policy and practice guidelines