



25th October 2019

Pyramid Attendance and Punctuality Policy and Procedures

Please find below a letter regarding the Attendance and Punctuality Policy that has been written and approved by all the schools in our local pyramid: Richmond Hill Primary Academy; Orchard Infants; Saltersgate Junior; Saltersgate Infants; Rosedale Primary; Richmond Hill; Barnburgh Primary and Ridgewood School. The full policy is available on our school website at <http://richmond.doncaster.sch.uk/wp-content/uploads/2019/10/Pupil-Attendance-and-Punctuality-Policy-July-2019.pdf>

Please note that this policy represents significant rigour in managing attendance, punctuality and the authorisation of holidays in term time.

Dear Parents,

Richmond Hill Primary Academy is a successful school and your child plays their part in making it so. We are committed to providing a quality education for all our pupils. This can only be achieved with full attendance and the school will do its best to ensure maximum possible attendance, so that any problems that interfere with good attendance are identified and remedied as soon as possible. For your child to gain the greatest benefit from their education it is vital that they attend regularly, on time and every day that the school is open. Pupils should only be absent if it is completely unavoidable.

In line with all local schools, we have very high expectations of children's attendance at Richmond Hill Primary Academy. We strive for 100% attendance and expect no less than 97%. The attendance thermometer below shows how many days of absence each percentage equates to. In order to ensure there is a consistent approach for everyone, all Head teachers in the Ridgewood Pyramid worked together to develop a joint attendance policy, which took effect from September 2018.

May I take this opportunity to make you aware of the key points of our attendance procedures:

- If your child feels a little unwell in the morning, please administer appropriate pain relief/medication and send them to school. With written parental permission, we are able to administer prescribed medication and paracetamol (e.g. Calpol) at school. All medication should be handed in by parents/carers at our school office, not the classroom. A member of staff will

administer the medication in line with our Managing Medicines policy. Parents have permission to visit school throughout the day to administer medicines to their children.

- If your child is too ill to be in school then we ask that you notify a member of our office team by phoning **01302 782421 on the first day and all subsequent days**. Please advise us of the reason for absence. **Phone calls should be made by 9.00am**. Our answer phone service enables parents/carers to leave a message out of school hours. You may also email the school office at **absence@richmond.doncaster.sch.uk**
- Please be aware that if the need arises, members of staff may visit any child who is absent from school. (For safeguarding reasons, home visits must be made if school is unable to ascertain a reason for absence.)
- If your child is absent from school for 5 days or longer please provide medical evidence, i.e. an appointment card, indicating the reason for absence.
- Please arrange all appointments outside the school day wherever possible. If the appointment is unavoidable, we expect your child to attend before and after the appointment. **A full day's absence will not be authorised for a medical appointment.**

We do not authorise holidays during school time and a fixed penalty fine of £60 will be issued by the Local Authority to each parent/carer if this is not adhered to. Please note that the Doncaster Local Authority attendance guidance defines a parent/carer as:

- All natural parents, whether they are married or not;
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person with whom the child lives and who looks after a child, irrespective of their relationship with the child;
- Any person who has care of a child or young person i.e. lives with and looks after the child.

Leave of Absence/Exceptional Circumstances Forms are available from our school office. If you do not notify us but we have evidence that your child has been on holiday a fixed penalty fine will still be issued.

All schools in the Ridgewood Pyramid share the Government's determination to raise the levels of pupil attendance at school because we want to provide the best possible outcomes for all our children. If you are experiencing any difficulty with your child's attendance please contact us immediately.

Thank you for your continued support.
Yours sincerely,

Debbie Secker, Principal



How good is your Attendance?