



Attendance Policy Summary

At Jarrow Cross CofE Primary School, 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 Mrs McBeth, Head Teacher or Miss Stobbs, Family Worker on 0191 4898354. Any medical appointments or messages regarding absence can be sent to attendance@jarrowcross-pri.s-tyneside.sch.uk.

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 leave of absence request to Mrs McBeth.

How to report 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 9.30am to inform us about your child's 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. **If no communication is received by 10am:** a text message followed by a telephone call will be made by Miss Hutchison
4. **No communication received after 3 days (including the weekend):** if no reason has been provided by the parent/carers a home visit will be conducted
5. **3rd day contact:** on the third day of the absence, please call the school office before 9.30am to update us about your child's absence

Term-time holidays

Term-time holidays are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom. Please submit a formal request to the Head Teacher well in advance.

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 the approach to term-time holidays. This is set out by the Government in the new Working together to improve attendance legislation from August 2024.

Sanctions for unauthorised absence

A fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority - £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will be taken into account whether the national threshold has been met - namely 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks - as well as other factors.

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

Rewards for good attendance

We value and recognise good attendance at Jarrow Cross CofE Primary School. Pupils who maintain excellent attendance records throughout the academic year are eligible for special rewards and recognition. Such as:

- One child from each class who has 100% attendance from the previous week, will be randomly selected to pick a prize from the lucky dip bag in Celebration Worship every week.
- We also celebrate the class with the best attendance from the previous week by awarding 50 dojo points.

- We add the winning class to the attendance display which is in the main corridor of school. The class who has the best attendance at the end of the term will receive an award.
- Children with 100% attendance and much improved attendance, at the end of every term are invited with their parents/guardians to attend an Attendance Celebration assembly. Children will be awarded a special certificate and badge. Parents/guardians then take part in a raffle which they can win a prize.
- At the end of the year the class with the best attendance will receive a trophy.

Commonly used words/phrases/abbreviations that may be used in accordance with attendance.

/\ - present for registration in the morning and afternoon

I - Child has an illness and will be off

M - Child has a medical/dental appointment

L - Late before registration closes

U - Unauthorised late after registration has closed

O - Unauthorised absence is a child being kept off school unnecessarily or without good reason.

PA - Persistent absentee is when a child's attendance is below 90%

Medical evidence - If your child is a persistent absentee you will be required to provide medical evidence for your child's absences.

Attendance/Absence breakdown

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Lateness Breakdown

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

Let's work together to celebrate and encourage regular attendance.

Contact information

Mrs S McBeth, Head Teacher

Miss A Stobbs, Family Worker

Miss Hutchison, Administration and Attendance Officer

Telephone: 0191 4898354.

E-mail: attendance@jarrowcross-pri.s-tyneside.sch.uk

[Website: Jarrow Cross CofE Primary School](#)

Address: Borough Road, Jarrow, NE32 5UW