



Thameside Primary School

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Headteacher: Laura Youngman

"Every Child Every Chance Every Day"

Parent Attendance Guide 2024-2025

At Thameside, we firmly believe the foundation of securing good attendance is that our school is a calm, safe, nurturing and supportive environment where all pupils want to be and are ready to learn.

We recognise that improving attendance is everyone's responsibility. We understand some pupils find it harder than others to attend school and therefore at all stages of improving attendance, we want to work with you and your children to remove any barriers by building strong and trusting relationships and working together to put the right support in place.

Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone's responsibility in school; it must be a concerted effort across not only you and your child but also all staff in school, the governing body, the trust, the local authority, and other local partners.

In this document, 'parent' means:

- All natural parents, whether they are married or not;
- any person who has parental responsibility for a child;
- any person who has care of a child, i.e. lives with and looks after the child.

Aims

At Thameside, we are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Supporting punctuality in arrival at school and in attending lessons.



Absence Procedures:

If your child is absent **you must:**

- Contact school as soon as possible on the first day of absence

If your child is absent and we have not heard from you, school:

- Call home to identify the reason for absence
- Re-call if unable to get in contact the first time
- May pass the concern to HSLW
- HSLW may undertake a home visit
- Invite you for a discussion with HSLW/Pastoral lead if absence persists

Stages of absence

Stage 1 – Pupil is absent from school (1st day of absence) – Office staff call home

Stage 2 - Attendance falls to or below 94%. Class teacher will call to discuss absence

Stage 2 – If absence continues, Home School Link Worker will offer support

Stage 3 – Letter sent home

Stage 4 – Parenting Contract initiated

Stage 5 – County Attendance Team involvement

The impact of absence

97% attendance	5 days missed	1 week 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

Response to lateness

Punctuality is vitally important. If pupils miss the start of the day they can miss important work and time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons and it can cause anxiety and stress for the child, which in turn can encourage absence.

How we manage lateness:

- The school day starts at 8.40am and we expect your child to be in class at this time.



- Registers are marked by 8.55am and your child will receive a late mark if they are not in by that time.
- At 9.00am the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence.
- If your child has a persistent late record, you will be asked to meet with the HSLW in the first instance, in order for us to support you in this
- If the problem persists, parents you will be asked to meet with the Inclusion Lead or Headteacher in order to support you in resolving this
- There is the possibility of a Penalty Notice if the problem with absence or lateness persists.

The Impact of lateness

Always on time!	No hours missed!	No learning missed!
5 minutes late each day	15 hours missed	3.4 days learning missed
10 minutes late every day	32 hours missed	6.9 days learning missed
20 minutes late each day	65 hours missed	13.8 days learning missed
30 minutes late each day	95 hours missed	20.7 days learning missed

Holidays during term time

- Mrs Youngman is only able to authorise absence during term time for exceptional circumstances. Term-time holidays are not considered an exceptional circumstance. Mrs Youngman will always consider each request on an individual basis taking into account specific facts, circumstances and the relevant context.
- If a term-time holiday is taken without permission, the absence will be recorded as unauthorised and a referral will be made to the County Attendance Team. This could result in the issue of an Education Penalty Notice under section 444A Education Act 1996 in respect of each absent child, to each parent/carer. Penalty notices are intended as an alternative to prosecution and can be issued after 10 sessions (5 days) of unauthorised holiday within a 10-week cycle. The first Penalty Notice is a charge of £80 per parent per child if paid within 21 days of receipt of the notice, increasing to £160 if paid between day 21 and day 28.

The County Attendance Team

If attendance issues cannot be sorted out between school and families, the school may refer the matter to the County Attendance Team at the Local Authority. Further and relevant information regarding attendance issues and referral to the county attendance team can be found [County Attendance Team | Schools \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk/schools/county-attendance-team)



You may wish to contact the County Attendance Team yourselves to ask for help or information but please do contact school in the first instance as we would like to support you in this.

The telephone number is 01865 323513 or you can email them using:

attendance@oxfordshire.gov.uk

FAQ's

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%.

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support at this stage. If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences. This way, we can make sure absences are authorised.

What is SA?

A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% or below for any reason whether absences are authorised or not.

What is risk of SA?

Risk of SA is when your child's attendance is at risk of dropping below 50%- we will follow the school attendance policy offering early intervention, issuing warning letters and attendance contracts. The County Attendance team will be involved and will offer support. If your child is absent from school and is at risk of becoming severely absent you will be required to provide medical evidence for your child's absences.

