

Our aims

At Rainbow Forge Primary Academy we are committed to our vision that children are happy, safe and secure and that success and achievement is celebrated.

Good attendance at school is key to this and every lesson counts.

Importance of Attendance

Research shows that children achieve better if they are punctual for school and have a good level of attendance. In order to provide children with the best education, we aim for every child to achieve at least 96% attendance with the goal of achieving 100%.

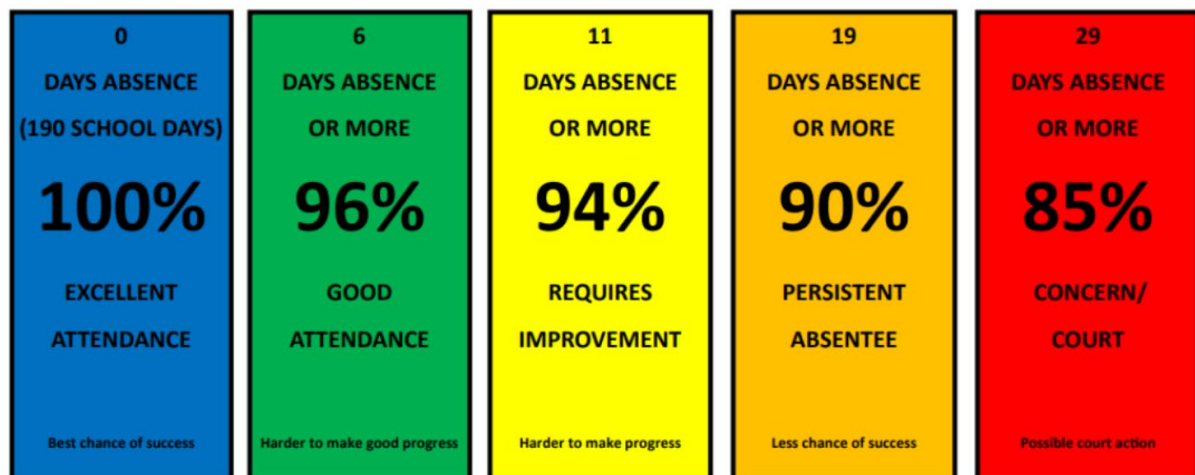
Why is it so important that children have strong attendance? That is because children who attend school regularly:

- Make better progress, both socially and academically
- Find school routines and school work easier to cope with
- Find learning more satisfying and enjoyable
- Have an easier transition to secondary education

Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments



Please see the table below regarding the overall effect of poor attendance. This table highlights what an overall attendance percentage figures equates to in the number of days missed, weeks missed, number of lessons missed, number of lessons missed and amount of time missed in education if that level of attendance continues over a 5 year period.

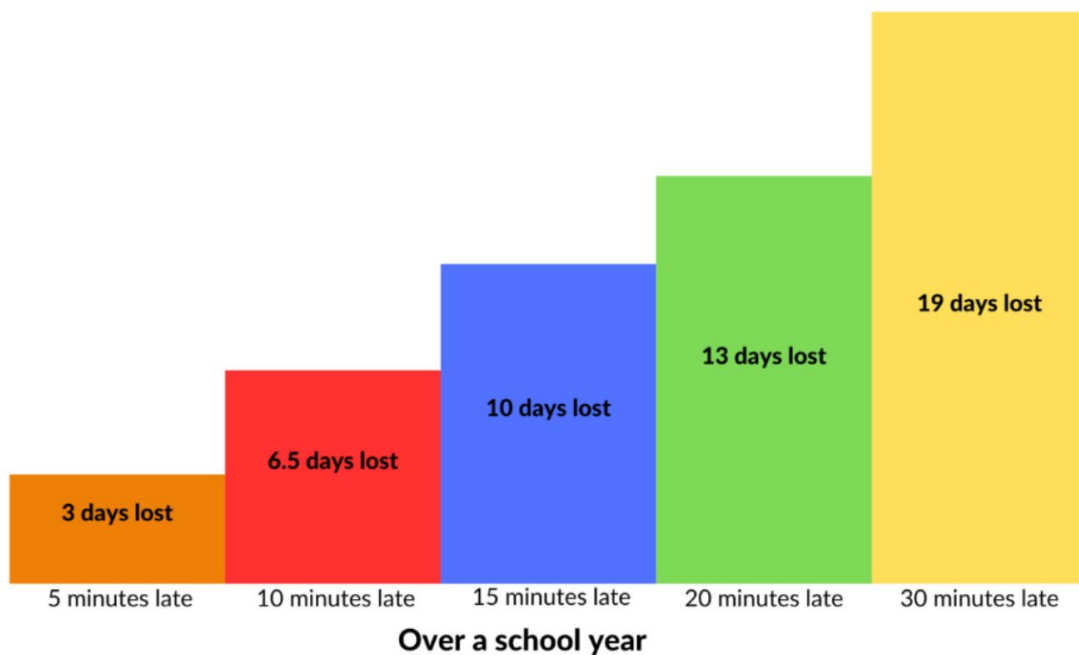
ATTEND TO ACHIEVE!

**Attendance percentages as Number of days and lessons missed from school.
Students are required to attend school for 190 days each year.**

Attendance during one school year	Equals days absent	Which Is approximately weeks absent	Which means this number of lessons missed	Absence over 5 years
95%	9 days	2 weeks	50 lessons	$\frac{1}{4}$ year
90%	19 days	4 weeks	100 lessons	$\frac{1}{2}$ year
80%	38 days	8 weeks	200 lessons	1 year
70%	59 days	12 weeks	300 lessons	1 $\frac{1}{2}$ years
60%	80 days	16 weeks	400 lessons	2 years
50%	100 days	20 weeks	500 lessons	2 $\frac{1}{2}$ years

The table below shows the effect that being regularly late can have on a child's education. Although being 15 minutes late on a daily basis might not seem much, these minutes can soon turn into days and weeks. Remember, every minute counts so it is important that children are punctual and make the most of learning time.

Remember every minute counts



We work in partnership with families to ensure the best for our children.

Attendance is a whole school commitment and both parents and families can support our aims.

Academy Support:

- A phone call on the first day your child is absent to ascertain the reason, offer advice and support.
- A supportive environment where your child will be cared for when 'under the weather' or suffering from common illness such as colds, coughs, aches and pains.
- Trained staff who can administer prescription medication to your child to allow them to attend when taking medications (see the office for a medications form)
- Keep up sessions for your child when they return to catch up on missed learning.
- A termly written report on your child's attendance
- Swift action to support your family if your child's attendance declines.

Parental Support:

- Prioritise your child's attendance in school.
- Always encourage your child to attend, as sometimes the child saying they don't feel well could mean they are just tired.
- Be punctual and set good routines, as persistent lateness will affect their attendance.
- If your child has been ill, encourage them to attend as soon as they are fit and able.
- Call the academy to report their child's absence before 8:35am on the day of the absence and send a message on school gateway on each subsequent day of absence, and advise when their child is expected to return.
- Provide the academy with more than 1 emergency contact number for their child and update accordingly.
- Notify us if you need to take your child out of school for a planned reason using the Leave of Absence form from the office.
- Work with the Academy to resolve any barriers.
- Do not book holidays in term time.
- Do not take your child out of school unless in exceptional circumstances.
- Make medical appointments after your child has had the morning or afternoon attendance mark and always return to school afterwards.

Academy Attendance Strategies

We use a wide variety of attendance initiatives that are aimed at encouraging and rewarding children to attend the academy. These include:-

- **Weekly Attendance Assembly**
- **Attend-only**– prizes for classes nominated for improved attendance.
- **Attendance Initiatives** – Themed attendance competitions such as 12 Days of Christmas, Easter Eggstravaganza and Schoolz Out for Summer.
- **Early Bird Week** – Designated weeks that celebrate the importance of punctuality on a termly basis.

- **Attendance Ambassadors** – 3 children become our weekly attendance ambassadors for 100% attendance during the previous week.
- **Certificates** – At the end of each term, these are distributed to children for achieving different milestones – 100% attendance, and improved attendance.
- **Attendance Reward** – for children achieving improved our 100% attendance.
- **Stickers** – For children who have 95% or above for the half term.

As part of our strategy for tackling persistent absence, the academy will be implementing a graduated response. This is outlined below:

Stage 1	Tier 1 Low Risk of PA	Telephone to parents/carers to discuss barriers stopping their child attending school. This will happen after 4 days absence in an academic year.
Stage 2	Universal strategies e.g. pastoral support and signposted to universal services.	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. The meeting will be held with your child's class teacher. This letter will be issued after 7 days of absence in an academic year.
Stage 3	Tier 2 Moderate Risk of PA Individualized strategies – e.g. 1:1	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. The meeting will be held with the Attendance Officer and an Attendance Support Plan/Contract will be drawn up. This letter will be issued after 10 days of absence in an academic year.
Stage 4	intervention/mentoring external agency referrals e.g. changing lives.	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. Attendance will be discussed with the Local Authority Attendance Officer and the meeting will take place with Mrs Gawler (DHT) or Mrs Reilly (headteacher). A request to improve notice will be issued if deemed appropriate by the school . This letter will be issued after 13 days absence in an academic year.
Stage 5	Tier 3 High Risk of PA High needs strategies – bespoke educational packages (e.g. part time timetables), early help assessments and specialist referrals.	Letter sent to parents/carers to arrange a meeting to discuss the barriers to their child attending on a regular basis. A final request to improve notice will be issued if deemed appropriate by the school . This letter will be issued after 15 days of absence in an academic year. A penalty notice may be issued if a child is absent for between 16 and 19 days if deemed appropriate by the school .