

School Attendance



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We are sure that you will agree that good attendance at school is essential for all children and that working together in partnership is the best way to achieve this. We fully appreciate that children become ill but we are asking all families to work with us to ensure every child achieves and is given the opportunity to be the best they can be.

If children are not at school, they miss out on what all the others are learning. They can never get back the time that they have missed. Outside research and in-school pupil progress tracking shows that those with poor attendance do not achieve as well as those children with good attendance.

Registration

The school bell is rung at 8.55 am and the school doors open at 8.55 am. Children should be in their classrooms at 8.55 am. where work is ready for them and the register is taken.

Doors are locked at 9.00 am so anyone arriving after that time must come through the main school entrance.

Registers are completed by 9.05am. Children arriving between 9.05 am and 9.15 am will receive a late mark. Those arriving after 9.15am will receive an unauthorised absence mark for that session. A reason will need to be recorded for the absence or it will be marked as an unauthorised absence. In the afternoon, registers will be taken at 1.05 pm.

Late Arrivals

When children arrive at school late they often miss the input of a lesson. Your children then find this unsettling and worrying and difficult to catch up. This unsettled and rushed start can often continue to affect the learning throughout the day. Clearly, your children learn best when they are settled, calm and feel in control of their own learning.

Absences

Please report your child's absence to the school office on the first day by 9.30 a.m. If your child is going to be in late due to doctor, hospital or dentist appointments, please also telephone so we can mark the registers accordingly and organise a lunch if necessary. Please try to make appointments after school so that it does not affect their attendance.

Failure to Attend School Procedure

If a child or staff member does not arrive at school by the close of register -

- Ring first point of contact. If no answer, leave a message on answerphone. If no returned call, try again within the hour.
- If no contact with first contact, ring second point of contact. If no answer, leave a message on answerphone. If no returned call, try again within the hour.
- If still no contact received, a home visit should be carried out (if practicable based on staff levels within school).
- If unable to get in touch via telephone or in person, notify the police.

If we are unable to make contact with you and have not received a reason for your child's absence, we have a duty of care to ensure the safety of the child and may request a PSCO to visit your house to carry out a welfare check.

There are a variety of codes which we are legally bound to use in the registers to ensure that they are correct. Our registers are checked by the Education Welfare Office of the Local Authority. Please can you ensure school always has up-to-date telephone contact details. Occasionally, children are ill in the middle of the day and we need to let parents know. It can be distressing for children when we cannot contact anyone for them.

Rewards

We encourage children to have good attendance and each year group has the opportunity to earn some, "Golden Time" each week for the best attendance.

Persistent Absentees

Excellent attendance is 100%

Expected good attendance is 97% and above

We will inform you if your child's absence drops to 95% or below

Children with attendance below 90% are classed by the Government for statistical collection as persistent absentees. They will require regular monitoring, home-school or Parent Support Advisor support and an action plan to ensure their attendance rises back above 90%.

Children who are seriously ill, and cannot come to school, can be supported through the Home-School Tutor service. Working with the school could be arranged if felt appropriate. Children in hospital for long periods of time will be taught in the hospital school room.

Absence due to vomiting or diarrhoea

Please note that guidance now states that a child should return to school once they have been free of symptoms for **24 hours**.

Holidays in Term Time

In accordance with Local Authority policy, term time holidays are no longer permitted and cannot be authorised. We strongly urge families to avoid booking holidays during term time as it is highly disruptive to a child's education. In all cases, the Local Authority will consider issuing an Education Penalty Notice, the cost of which is £60 per child per parent.

Parent Support

We want to work with you to ensure good attendance of your child/ren. If you have worries, concerns, problems, we want to support and help you. Please telephone and ask to speak to either our Admin Officer, Mrs G French, or our Head of School, Mrs K Verity. They may be able to help you directly or signpost you to other forms of support.

175 DAYS HOLIDAY A YEAR

...For family time, friends, visits, holidays, shopping, appointments...which leaves...

190 School days in each year	10 days absence	19 days absence	29 days absence	38 days absence	47days absence
	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
100%	95%	90%	85%	80%	75%
Great Best chance of success Gets your child off to a flying start		Worrying Less chance of success Makes it harder for your child to make progress		Serious Concern Your child's learning & progress could be significantly affected.	