

## What you can do to help!

- Aim for 10 hours of sleep per night for your child, as this will make the following day at school much easier for them to cope with.
- Make sure your child eats breakfast as this helps them to stay alert at school.
- Help your child to develop good night time routines by checking their homework, reading, getting their school bag ready for the next day and going to bed at a reasonable time.
- Try and make any medical/dental appointments for after the school day.
- Never take holidays during term time.
- If you know your child will be absent from school, let school know.
- If your child is ill, ring the school as soon as possible on the first day of their absence.

We thank all parents for their support with attendance and punctuality. If you do need any further help, support or advice regarding your child's attendance please feel free to contact:

Mr Khan (Attendance Officer)

# Attendance and Punctuality

## Key information for parents

PERFECT ATTENDANCE



Every School Day Counts!

# Attendance Matters!

Everyday your child is absent from school is an opportunity missed as it is well known that good school attendance affects a child's success in learning.

The Education Act 1996 states that **all pupils** should attend school regularly and punctually. Both parents and schools have a shared responsibility to ensure that this happens.

Attending school every day will enable your child to:

- ◆ learn new skills
- ◆ make friends and build lasting relationships
- ◆ develop confidence
- ◆ develop good routines

## How close to 100% is your child?

0 Days off school	100%	PERFECTION!
2 Days off school	99%	Excellent
5 Days off school	97%	Good
10 Days off school	95%	Slight Concern
20 Days off school	90%	Concerned
30 Days off school	85%	Very Concerned!

## What happens if my child is absent from school a lot?

We closely monitor all pupil's attendance and as a school we have a duty of care and responsibility to ensure that all of our pupils attend school regularly.

If your child's attendance drops below 90%, you may:

- ◆ receive a **phone call** from the Attendance Officer to discuss your child's attendance
- ◆ receive a **letter** from the school about your child's attendance
- ◆ be invited to attend an **attendance meeting** with the Attendance Officer and Headteacher or Deputy Headteacher

If your child's attendance is below 90%, following on from the above actions, you may also:

- ◆ be visited at home by two members of staff
- ◆ receive a **penalty notice** or a **fine**
- ◆ you may **face prosecution**

# Absences from school

If your child is absent from school, please:

- ◆ **phone the school on (01274) 579576 before 9am.** (Please avoid emails or texts). However, please be aware that ringing the school does not automatically authorise the absence.
- ◆ **give the reason for the absence** so that we can decide whether the absence will be authorised or unauthorised.
- ◆ **keep us updated daily** if your child is absent for more than one day.
- ◆ be aware that if we have had no contact from parents about their child's absence, it will be automatically recorded as unauthorised.

## Did you know?

- ◆ 90% attendance is equivalent to a whole month in a school year which is equivalent to half a day off school a week!
- ◆ A 2 week holiday during term time will make attendance drop to 95%.
- ◆ Research shows that pupils who attend school regularly are likely to do better in school in the future.
- ◆ Parents can face a £2,500 fine or a 3 month prison sentence if their child is missing too much school.

## Illnesses

If your child is saying they feel unwell and you are unsure as to whether it warrants a day off, then ask yourself the following questions:

- ◆ **Is my child well enough to take part in the activities of the school day?**
- ◆ **Does my child have an illness that could be passed on to other children or members of staff?**
- ◆ **Would I take a day off work if I had this illness?**

**Remember**, once children get to school they usually start to feel better; so please try to send your child to school. If they are genuinely unwell, we will ring you.

## Medical Appointments

If your child needs/has a medical appointment, please:

- ◆ try your best to make it outside of school hours
- ◆ make it after 2pm, so they get their afternoon registration mark
- ◆ take them after 8.55am as they will have got their morning registration mark, then return them to school afterwards

If your child is having regular medical appointments during school time, you may be asked to provide proof of appointment such as an appointment card, hospital letter, doctors note etc.

# Leave of absence and holidays during school term time

Before taking your child out of school during term time, please be aware that:

- taking children out of school for holidays during term can be **against the law**.
- leave during term time will only be agreed and authorised in exceptional circumstances.
- you should arrange your family holidays during the school holidays rather than in term time. Parents who do take children on holiday without permission may be issued with a **penalty notice**.
- you should never take your child out during exams or SAT's (year 2 & 6).
- it could have a negative impact on your child's education.

There are **175 holiday days** in the school holidays for you to take your child away!

# Punctuality

Good punctuality is essential to help children achieve their full educational potential and it will help them to be punctual later in life.

At our school:

- the school doors open at **8.40am**,
- school starts at **8.50am** for registration,
- school finishes at **3.10pm (EYFS & KS1)** **3.15pm**

When children arrive at school regularly late it can:

- be embarrassing for children and can affect their confidence
- disrupt learning and lessons
- cause your child to fall behind
- create bad habits

