



Summer 2  
2020/21

# A is for Attendance

Firstly, and most importantly, a **HUGE** well done and thank you to the 45 children who have achieved 100% attendance for the academic year to date.

The Department for Education tracks attendance carefully and our aim is to have an attendance figure above the national average of 96%. Our attendance figure for the year to date is 94.3%

**96% and above:** Less than 7 absences a year– Less than 30 Hours of Learning Lost Excellent attendance! These young people will almost certainly get the best levels/grades they can, leading to better prospects for the future. Pupils also get into the habit of attending school which will help in the future.

**90–95%:** 10 days absence a year– from 50 Hours of Learning Lost These pupils are less likely to achieve their target levels/grades and will start to find it difficult to maintain a habit of attending school regularly. Pupils who take a 2-week holiday every year can only achieve 95% attendance.

**90% and below:** 19 days absence a year– 95 Hours of Learning Lost The Government classes pupils in this group as “Persistent Absentees”, and it will be almost impossible to keep up with their work and achieve their target levels/grades

Obviously attendance levels can be affected by illness. We would therefore encourage all parents to send their children into school wherever possible. However, if they have been ill with sickness and/or diarrhoea, please keep them off school until they have been symptom free for a minimum of 48 hours to prevent the bug spreading throughout the school community as this has a significant, adverse effect on attendance levels of both children and staff.

Absence because of Covid related self-isolation will not affect your child’s attendance figure.



## Reporting an absence

If your child is too ill to attend school, please contact the school office before 9.25am with full details of your child’s illness/symptoms. If we do not hear from you, we will ring you to find out why your child is not in school. If we are unable to make contact and you do not provide a reason for your child’s absence, this absence will be record-



## Regular Attendance means Punctual Attendance

Arriving on time for school is important as late arrivals are disruptive for the class and can be embarrassing for the child who is late. Children can also miss important information during registration including the plan for the day.

- ◆ Gates open at 8.30am
- ◆ Classroom doors open at 8.45am
- ◆ School starts at 8.45am
- ◆ Late arrival is between 9am - 9.30am
- ◆ Arrival after 9.30am is recorded as an unauthorized absence for the morning.

To date, we have 2848 late arrivals before the register closes (9.30am) and 114 late arrivals after the register has closed which are recorded as unauthorised absences. It is essential that your child is at school on time and ready to learn. Any unauthorised absence negatively impacts on our overall attendance figure as well as your child’s attendance and achievement levels.

## Reporting an absence:

### Medical Appointments

We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations, are not always possible to arrange outside of school hours. However if your appointment time allows your child to come to school for registration and then leave this will have a positive impact on their attendance figure. This also applies to if they are able to come back to school for afternoon registration.

## At the end of the School Day

Picking your child up on time at the end of the day is just as important as getting them to school on time. Please remember school finishes at 3.10pm. If, on occasion, you may be late picking your child up, please ring the school office.

## When is it not ok for your child to stay away from school:

### Term time leave:

"Changes in the law mean that the Headteacher no longer has discretion to allow pupils to take term time leave". If you take your child out of school for any reason you may receive a fine of **£60** per child per parent if paid within 21 days. If this fine were not paid within the time limit, the penalty would rise to **£120** which must be paid within 28 days. This means that each parent will be fined £60 for each child.

The government monitors school attendance and punctuality. They look at persistent absence and lateness. If your child has attendance of 90% or less they are deemed persistent absences and we are asked to follow this up and refer to the Local Authority who could take you to court. At court, the penalty is either a very large fine of up to £2,500 or imprisonment.

Please avoid keeping your child off school unless they are very sick and certainly **do not** take them out of school when the school is open. Please wait until the holidays.

If you need to request absence from learning, please complete a Leave of Absence Form to request to withdraw your child from learning. The forms are available from the school office, and you will need to return it to school. A written response will be sent home. The form must be completed two weeks before the date that you are applying for leave and applications should not be made retrospectively or they cannot be authorized. There are 175 non school days a year. This is 175 days to spend on family time, visits, holidays, shopping and other appointments.



**School success starts  
with attendance**

## Small changes

Small changes can make a big difference! Why not pack your child's bag or lunchbox the night before? Set the alarm clock ten minutes earlier? These small changes can help everyone to be ready to leave home in good time, arrive at school punctually and be ready for the day ahead.

Thank you for your support in helping to raise our school attendance. If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher or Mrs. Pammy Bhambra.



## School Matters!



**Attend Today, Achieve Tomorrow**

