

**GOOD
ATTENDANCE
GUIDE**



**Every
Day
Counts!**



Outer West Learning Trust











Excellent attendance at school is important to allow your child to fulfil their potential and for them to have the best possible start in life.

Although we aim for 100% attendance, each year we set a target for attendance and this is used to compare us to other schools nationally.

Our current target is 97% attendance.



Below are just some of the key reasons why it is so important children attend school:

-  To learn
-  To have fun and make new friends
-  To understand responsibility
-  To experience new things
-  To develop awareness of other cultures, religions, ethnicity and gender differences
-  To achieve
-  To gain qualifications
-  To develop new skills
-  To build confidence and self-esteem
-  To grow as individuals.

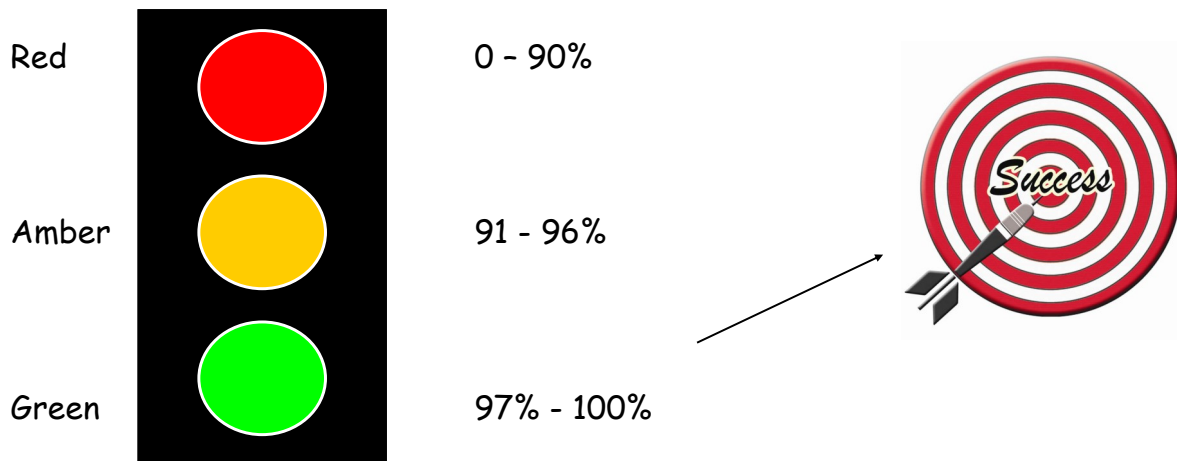
Please help us to help your child by encouraging regular school attendance.

Regular attendance helps children to develop confidence and to make lasting friendships.

Children who regularly miss school without good reason are more likely to become isolated from their friends, underachieve and/or become involved in anti-social behaviour.

We colour-code every child's attendance depending on how many days they have attended school.

Remember, our target is to achieve at least 97%



If your child has 90% attendance they will have the equivalent of:

- ⇒ 1/2 day off per week
- ⇒ 19 days off per year which reduces chances of success
- ⇒ 247 days off over their school career of 13 academic years; equivalent to over 1 year of lost education!

Consider what this means for attendance lower than 90%

Research shows that pupils who attend school regularly are more likely to **do well in the future.**

If you take your child on a **2 week** holiday in term time, attendance for the year **immediately drops to 95%.**

Holidays & Sporting Events

**PLEASE THINK CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL
DURING TERM TIME**

In law, you **must** ask for permission for your children to miss school.

Holiday in term time will **not be authorised** unless the Head Teacher feels **there are exceptional circumstances**. A **£60 penalty notice per parent, per child could be incurred**. If your holiday is 5 days (10 sessions) or more you will receive a letter from the Local Authority warning you of the **risk of a fixed penalty notice**. However they will only issue one warning and any further holidays taken during term time **will result in a fine**.

Any absences for external Sporting / Performance Events which are held during the school day, but not as part of schools curriculum **will be recorded as unauthorised absence** unless in exceptional circumstances.

There are 190 statutory school days in one year. That means **there are 175 days** (weekends and school holidays) **available to use for holidays**.

There is no automatic entitlement in law to time off in school time to go on holiday.

Any period taken without agreement from the school will be classed as unauthorised and may attract a **Penalty Notice**.

A 2 week holiday in school time means your child has approximately **50 hours of missed work** to catch up on!

Reducing Illness Days



If your child is saying they do not feel well and you are unsure about whether it warrants a day off, please send them to school. If they are truly ill, we will ring you.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions:

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

Please ensure that your child does not miss unnecessary time from school for **low level illness** (e.g. coughs/colds) or headlice (treatment can be completed during the evening and then the child can be in school the next day).

You may be asked to provide **medical evidence** if your child's attendance is regularly affected by illness or if they are absent for more than 3 days in a row.



Medical Appointments



If your child has to have a medical or dental appointment in school time, please do your best to have it after 2pm and then your child can have their registration mark for the afternoon before you pick them up. If it needs to be a morning appointment, please try and bring them to school first to get their mark and then return them to school afterwards.

Every half-day absence from school has to be classified **by the school** as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required and why a whole day of absence **CANNOT** be authorised for most medical appointments.

Authorised absences are mornings or afternoons away from school for a good reason like illness (where a child is too ill to attend), medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

The Department for Education guidance states "if the authenticity of illness is in doubt, schools can request parents provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intentions. Medical evidence can take the form of prescriptions, appointment cards etc. rather than a doctors note.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Again, 5 days (10 sessions) of **unauthorised** absence can trigger legal monitoring leading to parents being issued with a **Penalty Notice**.

Policy and Procedure

We expect regular attendance

The best attendees achieve the best grades

- Pupil attendance will be closely monitored. The Head Teacher and FWO will check pupil attendance percentages regularly to see if action is required.
- **Parents/carers must contact school by 9.30am** on the first day of absence to provide a specific reason and then each subsequent day. First Response calls will be made daily if a child does not attend and no explanation is received from parents as part of our safeguarding procedures.
- Ensuring your child's regular attendance at school is **your legal responsibility**. Unexplained absences, regular absences or frequent lateness will trigger a contact from our Family Welfare Officer.
- Where children are absent due to illness you may be asked to provide supporting evidence from a medical professional. A referral may be made to the School Nurse with your consent.
- Frequent absences/lateness and lengthy absences are a concern and we will notify you when we are concerned about your child's attendance.
- Continuous poor attendance (without a valid reason) will be referred to the Local Authority for consideration of further actions which may include prosecution.
- Parents/carers will be offered a parenting contract when school are concerned about unauthorised absences or persistent absence. This is a contract drawn up between home and school to outline steps that everyone will take to ensure attendance improves. This includes any support offered by school.

Penalty Notices

Failure of a parent to ensure their child's attendance is an offence under Section 444 of the Education Act 1996. If the reasons given for a child's absence are not satisfactory then the Local Authority may take legal proceedings against a parent for their failure to comply.

A Penalty Notice requiring payment of £60 (per child) within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days.

Prosecution in a magistrate's court and, if found guilty of an offence under A Section 444 (1), a fine of up to maximum of £1000 and, under Section 444 (1a), this could rise to £2,500 and/or a custodial sentence.

Punctuality



Poor punctuality or leaving before the end of the school day is **not acceptable**.



Being late for school has a significant impact on the amount of learning time which is lost over a school year. This table gives you an indication of how much time is lost if your child is regularly late.

Minutes late per day	Number of days lost over a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days

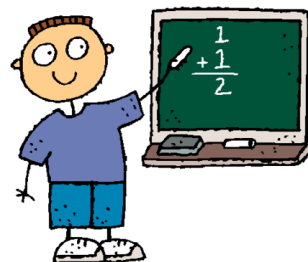
Pupils who arrive late and / or leave early also **disrupt lessons**, which can be embarrassing for the child and can in turn, encourage absence. It is also extremely **disruptive for the rest of the class**.

Please remember ...

School starts at 8.50am and ends at 3.10pm

Gates open at 8.40 am

Afternoon session begin at 1.00pm



Every School Day Counts



Be at school on time and ready to learn!

Lateness = Lost Learning

Figures are calculated over a school year

5 minutes late each day	3 days lost learning!
10 minutes late each day	6.5 days lost learning!
15 minutes late each day	10 days lost learning!
20 minutes late each day	13 days lost learning!
30 minutes late each day	19 days lost learning!