

School Attendance

We all know school attendance is important to ensure that every child has the opportunity to achieve their full potential academically and socially.

FACT: If a pupil misses 1 day a week for their entire school career they would lose the equivalent of 2 years of schooling

Our school attendance target is

96.4%

What we need to do

We all have a part to play in ensuring the good attendance of our children at school.

What we expect from parents:

- ⇒ Contact school by 9:30am if your child will be absent.
- ⇒ **Provide medical evidence of longer term or regular illness.**
- ⇒ Where possible make appointments outside of school time, **or provide medical evidence of an appointment if in school time.**
- ⇒ Not to take holidays in term time.
- ⇒ To contact the school if you have any concerns.

What you can expect from us:

- ⇒ We will contact you if a reason hasn't been provided for absence.
- ⇒ We will monitor the attendance of all children.
- ⇒ If your child's attendance falls below 96% you will receive a letter and may be invited in for a meeting.
- ⇒ To contact you if your child becomes unwell in school.

What we expect from our children:

- ⇒ To arrive in school, everyday, on time.
- ⇒ To aim to have 100% attendance every term.

Absence

The school will not provide forms to fill in for absence requests. All requests must be sent in writing to the Head Teacher and will be considered on a case by case basis.

Some unacceptable reasons to be absent from school:

- Holidays
- Minor illnesses—cold/cough
- Birthdays
- Moving House
- Transport problems
- Shopping
- Other family members are unwell

FACT: Every child aged 5 years old or above is classed as being Statutory School Age, and therefore you have a legal duty as their parent or carer to ensure they attend school every day.



Lateness

School starts at 8.45am.

If your child arrives after 8.55 they will be marked L in the register as late arrival.

If your child arrives after 9:05am they will be marked as U in the register, meaning late after close of registers.

Registers close at 9:05am.

If your child arrives after this time they will receive a unauthorised absence

If your child is consistently late to school you will receive a letter and may be invited in for a meeting.

Children don't enjoy being late to school or being left at the end of the day waiting to be collected.

Holidays

Changes to recent legislation mean that Head Teachers are no longer able to authorise any holidays during term time.

Please note that any unauthorised absences may result in a Penalty Notice fine being issued by the Local Authority. Please ask the school for more information.

Penalty Notices

If your child has 10 or more sessions (5 days) of unauthorised absences, the school may request a Penalty Notice to be issued by the Local Authority.

The Notice is a fine of £60 per parent, per child if paid within 28 days which increase to £120 if paid between days 28 and 42.

If the Notice remains unpaid after 42 days the Local Authority will prosecute the parent for the non-attendance of the child at school.

For more information about this

If you need help

If you have any concerns over your child's attendance or would like some support with ensuring good attendance please contact the school.

Little Stoke Primary School

Tel: 01454 866522



Little Stoke Primary School

Attendance and Absence Procedures

short version

A full copy of the Attendance and Absence Procedures document can be found on the school website. Please take the time to look at this policy as it may affect you.