



Ellingham & Woodton Primary School Federation

INSPIRE

CHALLENGE

NURTURE



Attendance

A Guide For Parents



Why is Attendance Important?

Missing a few days here and there may not seem like a problem, but research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress.

Research shows that often poor attendance starts at Primary School and children who continue this pattern will find it hard to achieve in their GCSEs. Pupils who miss between 10 – 20% of school have only a 35% chance of achieving 5 or more good GCSEs, compared to 73% for those pupils that miss less than 5% of school.

The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

What is Good Attendance?

Good attendance is 95% or above.

Anything below 90% is called **persistent absence**.

Good attendance will be celebrated each half term as part of our Friday celebration assemblies.



What Absence can be Authorised?

Absences for reasons other than illness are not normally permitted, except in very special circumstances which must be authorised by the Headteacher. In line with national policy, holidays or extended leave during term time are not permitted other than in exceptional circumstances, and could result in a fixed penalty notice being issued.

Valid reasons for having time off school:

- Illness – please let school know (if a child has sickness or diarrhoea then they need to be off for 48 hours after the symptoms have stopped)
- Medical or dentist appointments, although please try to arrange these outside of school hours
- Hospital treatment
- Close family funeral
- Music and dance exams
- Religious observance
- Traveller absence when travelling for occupational purposes

Unauthorised absence:

Unless there are exceptional circumstances, agreed by the Headteacher, time off for holidays is always unauthorised.

Where no reason is provided for a child's absence, they will be recorded as unauthorised.

If your child is late to school and the register has closed, they will be marked as an unauthorised absence.

Other reasons that would be considered unauthorised are:

- A pupil or family member's birthday
- Shopping
- Closure of a sibling's school
- Having a hair cut
- An unwillingness to attend school

What happens if my child's attendance is below 90%?

You will receive a letter from school to make you aware that your child's attendance has dropped below 90%, with a print out of the sessions missed from Pupil Asset.

We do understand that in some situations this is unavoidable and will try to be sensitive to the needs of each individual case.

What happens if my child's attendance continues to drop?

Another letter will be sent from the school to inform you that your child's attendance has dropped again and inviting you in to have a conversation with the Headteacher to see what strategies can be put in place to support.



Which Zone are you in?

Will I get fined?

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Ellingham VC Primary or Woodton Primary who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of **£60 per parent, per child** which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Why is being on time so important?

Did you know...



It is important that all children attend school as much as possible. Children who attend more, do better socially and academically.

If your child is late you must go to the office and sign your child in. They will register your child late so that our registers are correct and your child can be booked in for lunch. **The register closes at 9:00 and 1:25, so any time after this is considered late.**

The absence will be recorded as 'unauthorised'.