

Introduction

Attendance and punctuality have been highlighted as key contributors to children making good progress in their learning. At Churchdown Parton Manor Junior School we are committed to helping all pupils to achieve a good level of attendance to maximise their learning opportunities.

Obviously we do not want you to send your child to school if he / she is genuinely unwell, but we would like to draw your attention to the following statistics:

- 90% attendance = half a day of schooling missed every week
- 1 school year at 90% attendance = 4 full weeks of lessons missed in a school year
- 5 school years at 90% attendance = half a school year missed
- 80% attendance = 1 day missed every week
- 1 school year at 80% attendance = 8 full weeks of lessons missed in a school year
- 5 school years at 80% attendance = a full year of school missed!
- 5 minutes late every day for 1 term = 1 full day missed

Research indicates that 17 missed school days in a year = a whole grade drop in achievement at GCSE; this equates to 91.8% attendance.

Your child's attendance figure is reported to you at the end of every term. If you have concerns about it please speak to his / her class teacher. The school will contact you to discuss attendance if it falls below 90% or if there is an unexplained pattern of absence, and may involve outside agencies.

1. When does my child need to be in School?

Your child should be at school in good time for registration at **8.55 am**. The gate to the playground is opened at **8.45 am** and your child may go straight to his / her classroom. Pupils who arrive after **8.55 am** should report to the school office via the front door. The school issues Late Penalties whereby children are expected to 'pay back' any minutes missed from their morning break. If a pupil is late on a regular basis you will be contacted to discuss the reasons for this.

2. What happens if my child is late?

Registration finishes at **9.05 am** in the morning and registers are closed at **9.15 am**. If your child arrives:

- between **8.55** and **9.15 am** he/she will be marked **late**
- after **9.15 am** he/she will be marked **absent**
- after **9.05 am** he / she will miss the beginning of the first lesson of the day (either Maths or English)

3. Does the School need letters explaining my child's absence or will a phone call do?

We expect a parent to telephone the school on the first day of absence. If you do not phone us, we will phone you. Parents should also contact us on each subsequent day of absence, unless a return date has been given previously. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)

- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

5. What reasons are unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

6. Term Time Holidays

Term-time holidays are intended for children whose parents are unable to take a holiday at any other time. Churchdown Parton Manor Junior School will consider every application individually. Our policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays is **not a right**. An application must be made in writing to the school, with appropriate evidence, **in advance** of the intended holiday. Churchdown Parton Manor Junior School will consider authorising holidays when:

- service personnel are prevented from taking holidays during term-time;
- a family needs to spend time together to support each other during or after a crisis;
- parents are subject to a strict and non-negotiable holiday rota and evidence is provided to this effect.

Requests for holidays for the following reason will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods;

- overlap with beginning or end of term;
- during a period of national tests (SATs).

Churchdown Parton Manor Junior School will respond to all requests for a leave of absence. We will send a written explanation where leave of absence is not authorised.

7. Implementation of Penalty Notices

Churchdown Parton Manor Junior School will consider issuing fixed penalty notices in the following situations where unauthorised absence occurs:

- Where a pupil has taken holiday during term time for at least 10 sessions (5 or more school days) and the absence was not authorised by the school;
- Where a pupil has missed at least 10 sessions (5 or more school days) due to unauthorised absence in a school term, including sessions marked late after registration has closed.

In every case a pupil will have lost a minimum of 10 sessions (5 school days) of unauthorised absence during the current term before a Penalty Notice is considered.

The Head Teacher retains the discretion to refer such cases to the Local Authority for action.

8. Will the School contact me if my child is absent?

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance. We expect parents to contact us on each subsequent day of absence.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

9. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?

The school recognises that such absences can be important for children to keep in touch with their extended family. Contact the school as soon as possible to discuss the best time for such a visit.

The school would strongly recommend that such absences do not take place during your child's SATs. You need to complete an application form for extended leave of absence and if the Head Teacher then approves the visit, your child should be encouraged to make the most of the educational value of the visit by, for example, keeping a holiday diary.

10. What can I do to encourage my child to attend School?

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that he/she leaves home in the correct clothes and properly equipped.
- Show your child, by your interest, that you value his/her education.

11. My child is trying to avoid coming to School. What should I do?

Contact the school immediately to discuss your worries. Your child could be avoiding school for a number of reasons e.g. difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.



Information for Parents

Attendance