

Attendance concerns

We believe that attendance at school and punctuality are important, so we monitor this throughout the school year.

The government expects every child's attendance to be at 96% or above.

Every half term we will analyse each child's attendance and may contact you if we need to make improvements.

If attendance does not improve, you may be invited to a meeting with the Headteacher to discuss reasons for absence and ways in which the school can support you in improving your child's attendance.

Education Welfare

Education Welfare is a service within the Local Authority Children's Service. They are experienced in supporting children and families where there are matters of educational concern.

The Education Welfare Officer will try to support families in order to resolve situations through agreement. If this support does not improve your child's attendance and absences persists, Education Welfare can use sanctions such as penalty notices or prosecution.

Parental Responsibilities

Ensuring your child's attendance at school is a legal responsibility. Permitting your child to have absence from school without good reason is an offence and may result in a referral to the Education Welfare Service.

If you experience difficulties in getting your child to school, please come and talk to us.

Exceptional Circumstances for Leave of Absence in Term Time

Holidays taken in term time are not permitted.
As stated above, ensuring your child is in school each day is your legal responsibility.

If there is an **exceptional circumstance** for your child not being in school (such as attending a wedding or funeral of a close family member or meeting a family member following return from deployment with the armed forces) an application for leave should be made, following the link on the website, outlining the exceptional circumstance.

https://skellingthorpesaintlawrenceprimary.co.uk/school_office/useful_forms/leave_of_absence_form.html

Skellingthorpe Saint Lawrence CE Primary School



Attendance at School

Passionate about learning.

Being the best we can be.

Proud to shine.

Why is Attendance Important?

There are very strong links between regular attendance and achievement. If a child is repeatedly absent from school they will not achieve their full potential.

For all our pupils to gain the most from their education it is vital that they attend school regularly and should be on time for the start of every day.

Facts about Attendance

- ❖ 96% attendance or better is what is expected of all school children nationally
- ❖ A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.
- ❖ 90% attendance equates to your child missing half a day each week of the school year.
- ❖ Below 90% means the government considers your child to be a Persistent Absentee.
- ❖ 80% attendance equates to your child missing a day each week of the school year

The importance of arriving at school on time.

Poor punctuality does not support pupils in having a settled start to their school day.

Pupils are likely to miss important information from their class teacher that will support them with their learning.

Arriving late can also be embarrassing for a child. This, in turn, can have an impact for much longer than simply the few minutes at the start of the morning.

The start of the day

- ❖ School doors open at 8:35am.
Pupils come into their classes at this point, where learning activities begin straight away.
Gates onto the playground are locked at 8:45am. After this time, pupils will need to enter by the main door at reception and be signed in as the register will have been taken.
- ❖ If a pupil arrives after 8:45 am they will be recorded as late. The number of minutes the child is late will also be recorded on their attendance records.
- ❖ If a pupil arrives after 9:00 am the absence will be recorded as unauthorised. The number of minutes the child is late will also be recorded on their attendance records.

If your child is absent

Your child's safety is of the utmost importance to us, so please let us know if they are not going to be at school.

Please contact us on the first day of absence.

If school is not informed of a pupil's absence we will try our best to contact you.

Definitions

An absence is classified as **authorised** when a child has been away from school for a legitimate reason and the school has received notification from you. For example, if a child has been unwell and you telephone the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority.

An absence is classified as **unauthorised** when a child is away from school without the permission of the school. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.