

90% Attendance—An Example

Peter is a child who attends school for 90% of the time. His parents think this is quite good. Peter is absent from school for the equivalent of one half day per week.

Mon	Tues	Wed	Thurs	Fri

Over a whole school year Peter would miss four weeks of lessons. Bearing in mind that children only attend school for 190 days each year, 4 weeks of absence would mean Peter spent more time away from school, inclusive of holidays, over the year than in school.

Days in a Year:	Days Spent in School	Days Spent out of School
365	170	190

If Peter's attendance for his whole time at school was 90% he would have missed 209 days of school, that's a whole school year.

Persistent Absence

If your child's attendance is below 90% regardless of the reason for the absence, then your child will be considered to be a persistent absentee. This equates to just 2 days a month. Attendance below 90% will be discussed regularly by Designated Safeguarding Leads.

Whenever your child is absent from school the parent should:

- Contact the school as soon as possible on the first day of absence. If no notification of absence is received, the school office will contact the parents to ascertain the reason.
- Where possible, let the school know in advance of any planned absences e.g. hospital appointments.
- Where possible make medical/dental appointments out of school hours.

How to contact School if your child is unable to attend

The reception should be informed as soon as you are aware your child will not be attending school.

Linwood Reception

01202 525107

Springwood Reception

01202 592410

Littlewood Reception

01202 830845

Woodford Reception

01202 592415



School Attendance



Why does Attendance matter?

Attending School on a regular basis is the key to your child doing well at school and will set them up for good routines and independence in later life, as well as giving your child the opportunity to:

- Learn new things and develop many skills
- Increase confidence and self esteem
- Improve social skills
- Make lots of new friends and feel included

Authorised Absences

- Illness
- Hospital/Dental
- Death of a near relative
- Religious Observance (faith of the parents/ carers)

Unauthorised Absences

- Parent/Carer or Sibling illness
- A birthday treat
- Oversleeping due to a late night
- Looking after other children
- Letting the gas man in etc.

Too Ill to Attend School?

Your child can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat), over the counter medicines can be taken before school. School will contact you if they become too ill to remain in school. Your child should be off school for 48 hours if they have diarrhoea or vomiting. (not if it is related to a medical condition or medication)

If you are unsure how long your child should be absent with an illness speak to your child's school, your doctor or your pharmacist for advice.

Routines

The easiest way to ensure your child attends school every day is to establish a good evening and good morning routine.

If mornings are hectic in your household, prepare as much as possible the night before.

Arriving Late to School

When your child arrives late to school it can be very disruptive to your child, the teacher and other children in the class. If your child arrives late to school they will be marked as late on the register. If your child arrives very late, they will be marked as an "unauthorised late". This is the same as an unauthorised absence.

Unauthorised Leave in Term Time

Holidays should not be taken in term time.

Family holidays should be taken during school holiday periods.

Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made in writing to the Executive Head Teacher, Julie Jeanes.

Fines of £120 per parent/carer (reduced to £60 if paid within 21 days) may be issued where unauthorised leave has been taken during term time. If you don't pay the fine after 28 days you may be prosecuted for your child's absence from school.