

# Attendance



# Information for parents



# ATTENDANCE MATTERS!

**Our school attendance target is 97%**

One of the most important things that you can do for your child's future is to make sure they come to school!



## **School Matters!**



By ensuring good attendance you are really helping your child to achieve the very best that they can.

Good attendance = good results!

If they miss school....

It means ... missing out on learning and social life.

It means ... the more school they miss the harder it is for them to go back.



## What does the law say?



If your child is between 5 and 16 years of age and is registered as pupil at a school, it is your legal responsibility to make sure that they attend regularly and on time!



## Absences

**Absences MUST be recorded by school every day.**

They are recorded as:

**Authorised Absence**- This is where a satisfactory explanation for the pupil's absence has been given by the parent / guardian. For example: -

- ✓ Illness
- ✓ Exceptional circumstances which have been approved by the Executive Headteacher



### **Unauthorised Absence-**

This is where no satisfactory explanation has been given for a child's absence e.g.

**X** A pupil's, or family member's birthday

**X** Shopping

**X** Having a hair cut

**X** Trips to the airport to pick up/drop off relatives



**If a child has 5 days of sporadic absence within the space of 10 weeks, we will then ask for medical evidence for any other absences related to illness. If parents/carers do not give us evidence, the absences will be unauthorised.**

Your next appointment is:

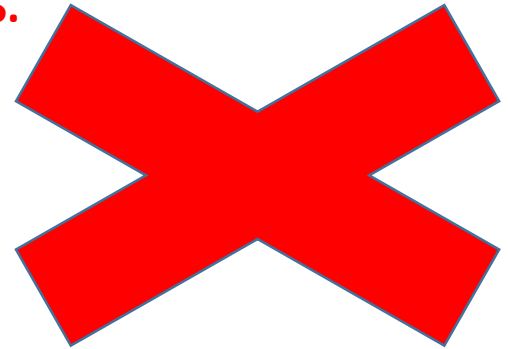
Date: -----

Time: -----

24 hr. notice required  
for cancellation  
Phone: 555-555-5555



**ALL FAMILY HOLIDAYS TAKEN DURING SCHOOL TIME ARE RECORDED AS UNAUTHORISED. ALL HOLIDAYS/TIME OUT OF THE COUNTRY WILL BE SUBJECT TO A FIXED PENALTY NOTICE TO BOTH PARENTS.**



**What should I do if my child is going to be absent from school?**

1. Telephone school on the first day of your child's absence, to let us know why your child is not at school.

**IT IS ESSENTIAL THAT YOU DO THIS SO WE KNOW YOUR CHILD IS SAFE!**



2. If your child has an appointment, show the appointment card to the admin team **BEFORE** the appointment. Your child should return to school as soon as possible after the appointment.

**What does school do about attendance?**

- School will monitor the attendance of all children regularly and challenge parents who are not following school policy.



➤ School will telephone home if no reason is given for an absence and we will record that a parent has not informed us. If a parent does not inform us, it causes us concern about the safety of that child.

➤ Staff from school will visit a child's home if we do not hear why they are absent.

➤ School will work with parents/carers to ensure children have good attendance.

➤ School will closely monitor children who persistently miss school without good reason. Parents will be asked to come to a meeting to discuss the reasons why and may be given a parenting contract to improve their child's attendance.



X If your child is persistently absent, the school has a duty to notify the Local Authority.

X The Local Authority (not the school) will then decide whether to issue parents/carers with a fixed penalty notice.

X These fines have increased from £60 to £80.

X Both parents/carers are issued with a fine for each child.



✓ We would like to thank those families who always make sure that their children are in school regularly.

# Remember...our school attendance target is 97%

If you are having difficulties getting your children to school, please come and speak to us. We are here to help!  
If you are having any difficulties that are affecting your child at school please come and talk to us as soon as possible so we can help you.



## PUNCTUALITY MATTERS!

You can help your children by getting them to school every day and on time! This creates good habits for your child's future.



**Rain or shine...school opens at 20 to 9!**  
**Don't be late! – At 10 to 9 we close the gate!**



Remember – Arriving after 9:00 a.m. means a late mark in the register.

**"I slept in" or "the taxi was late" are not acceptable excuses for being late!**

**Arriving after 9:15 a.m. means an unauthorised late mark in the register.**

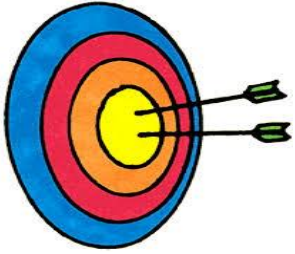


KEEPING US INFORMED ABOUT YOUR CHILD'S ATTENDANCE IS THE BEST THING YOU CAN DO.

Please phone the admin if you are running late - 834-9004



School success starts with attendance



# 10 top tips to achieve outstanding attendance!

1. Ask your child about their day and praise them for things they have done well. Check out facebook and our newsletter to find out about everything we do.



2. Let your child know that school is important by getting involved with their learning – hear them read, attend parents' evenings, come to our Masses and celebration assemblies.



3. Help with homework, check it has been done. We have lots of online learning activities available.



4. Get uniform, bags, P.E. kits, lunchboxes ready the night before. Help your child to get organised in good time.



5. Stick to a regular bedtime routine which allows your child to get plenty of sleep. Children aged 3-6 need 11 hours sleep. Children aged 7-11 need 10 hours sleep.





**6. Have 'digital down time.' Turn off those devices an hour before bed and encourage reading a book instead.**



**7. Encourage healthy eating. Eating fruit and veg each day will help prevent illness. Children need lots of exercise and plenty of water.**



**8. Arrange medical appointments during school holidays or after school.**



**9. Stay in touch with us. Make sure we have your mobile number.**



**10. Do NOT take holidays during school time. You have 13 other weeks to take them.**

