



ATTENDANCE MATTERS: A GUIDE FOR PARENTS

Good attendance at school is key to providing children with the best possible start in life. Regular attendance will also enable your child to develop the skills to make and keep new friends, which as you agree is a vital part of their childhood.

What is good attendance?

Good attendance means attending school every day and on time, unless there is a genuine and unavoidable reason preventing them from doing so.

Attendance is measured in percentages; however this can sometimes be misleading. For example, 90% pass rate in an exam would be considered amazing, yet as the chart below shows, a pupil who achieves 90% attendance in an academic year will have missed almost four weeks of school.

Attendance	Lost learning in one academic year	
95%	9 ½ Days	47 1/2 hours
90%	19 Days	95 hours
85%	28 ½ days	142 1/2 hours

Missing school = missing out

Being absent from school means your child will miss out on opportunities to learn and develop. They will also miss out on spending time with their friends, which can sometimes cause them to feel left out when they return to school.

Our aim is for every pupil to achieve an attendance level of 97% - 100% in order for them to maximise all of the opportunities attending school has to offer.

Good attendance begins at home

Taking time to talk to your child positively about school from the very start will help them settle quickly, make friends, and enjoy attending school.

More ways you can ensure your child attends regularly and on time include:

- ✓ **Making sure your child attends school every day they can**
- ✓ **Arranging medical and dental appointments outside of school hours**
- ✓ **Sharing any concerns you or your child may have with a member of staff**

What if my child is ill?



If you are sure that your child needs to be absent from school, we ask that you let us know by 9:15 on the first day of absence. This is important as we worry when children are absent and we are not aware of the reason why.

If it is agreed that the absence is necessary, this will be recorded on your child's register as an authorised absence. If no reason is provided, or if the reason is considered unnecessary, the absence will be recorded as unauthorised.

What happens if my child's attendance is low?

As a parent, it is your responsibility to make sure your child attends school every day and on time. If your child's record shows a lot of absences we will contact you to discuss how we can support you as a family with ensuring regular attendance. Pupils with unauthorised absences will be referred to the Local Authority who will contact parents to discuss concerns. If no improvements are made fines of £60 per parent, per child will be issued. Parents who continue to allow unnecessary absence will then face legal proceedings. and if found guilty, a criminal record.

Holidays during term time

Since 2013, head teachers are no longer allowed to give permission for children to go on holiday, unless there are exceptional circumstances. We strongly advise you avoid taking your child on holiday during term time, in order to prevent you from receiving a fine. Please contact us to discuss this matter further if necessary.

Punctuality matters too

Arriving on time for school is just as important as attending every day. Arriving just a few minutes late will mean your child will miss out on valuable learning time and a chance to catch up with their friends before school.

We are here to help

We understand how challenging family lives can be and hope you appreciate that support is available for any family who are experiencing difficulties in ensuring regular attendance. Please contact a member of our attendance team if you feel you would benefit from such support.