

Did you know?

All children over the age of 5 are required by Law to attend school.

By law schools have to record attendance on a register at the beginning of every morning and afternoon.

Registers must show if a child is:

- * Present
- * Absent
- * Late
- * Receiving supervised educational activities off-site
- * Unable to attend due to exceptional circumstances

The register must also show any approved, supervised educational activities.

The register uses many different codes that must show whether the absence of a child is authorised or unauthorised. In terms of attendance and punctuality the statutory codes are:

/ \ - Present morning & afternoon

L – Late before close of register (**9:15 a.m.** for this school)

U – Late after close of register

All register codes are recorded electronically and entered into a national database. This allows for school, local authority and national monitoring of attendance. The school Attendance & Wellbeing Officer (AWO) also has access to this information and will follow up on regular late arrivals and absences.

Why does your child need to attend school punctually and regularly?

Undoubtedly absence from school, holidays during term time and/or late arrival has a detrimental affect on children's progress. Arriving late to class not only disrupts your child's start to the day but also disrupts the **whole class**. Children are missing vital pieces of information. To put it simply, children have to actually be in school to be taught. The school, in partnership with parents/carers need to work together to ensure that all children attend school punctually and regularly. Members of Staff are always available to listen to any concerns and provide advice. Statistics show that children with lower attendance do significantly worse in their GCSE exams!

Procedures for punctuality and attendance

- * If your child is unable to attend school for a legitimate reason, please telephone the school as early as possible on **01443 204626**
- * If a reason is not provided for an absence you will be contacted by the school
- * Please be aware that if no reason for the absence is provided, an unauthorised absence will be entered
- * If you arrive late, please ensure to sign the late book. Please be aware that if you are late after registration on 10 or more occasions in one term you are eligible for a Fixed Penalty Notice.
- * The local authority policy is not to authorise term time holidays; the School is entitled to issue a fine for taking an unauthorised holiday
- * The AWO attends school assemblies to speak to the children about the importance of good attendance and may also operate the 'Late at the Gate scheme'

Our annual school attendance target for 2015/16 is 96% for *every child*

We already work with our AWO to achieve this. Here are some things that we already do:

- Attendance for the week is read out during every Friday assembly and a class winner announced.
- The class with the best attendance receives a reward
- Termly and annual assemblies take place where children receive certificates & prizes for attendance
- Children with 100% attendance receive a special prize
- Current class attendance is highlighted in the hall and classrooms

What does your child's attendance rate really mean?

Attendance Rate	By the end of Autumn Term	By the end of Spring Term	By the end of Summer Term
100%	0 days missed	0 days missed	0 days missed
95%	4 days missed	7 days missed	10 days missed = 2 weeks
90%	7 days missed	13 days missed	20 days missed = 4 weeks
85%	11 days missed	20 days missed	30 days missed = 6 weeks
80%	14 days missed	27 days missed	40 days missed = 8 weeks

Please work with us to achieve good attendance and punctuality.

Thank you



Attendance & Punctuality



School Times

9.00 a.m. – 3.30 p.m.

This leaflet contains important
information.

Please read it!