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| School holidays are published well in advance and parents/carers are expected to plan and take family holidays at this time so as not to disrupt their child’s education.  In exceptional circumstances, the headteacher has the discretion to authorize leave in term time, but parents/carers should be aware that tis is **not a legal entitlement.**  With only 190 statutory school days in a year, this means that there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.  The education (Pupil Registration) (England) (Amendment) Regulation 2013, which became law on 1st September 2013, states that Headteachers must not grant leave of absence during term time, unless there are exceptional circumstances. holidays in term time | The gates are opened and the children go directly into school. They are registered as they enter the classroom. Punctuality – Arriving at school on time | A close up of a logo  Description automatically generated Ashurst Wood primary |
|  | Learning starts promptly at 8.50. After 8.50am children are marked in the register as **late.**  8.40  8.50  1.10  Afternoon registration  School ends  3.15 & 3.20  We value the importance of punctuality.  When children arrive late for school it can be unsettling, and they can miss important starting points for learning. | Image result for school doodle pad" **What am I missing?** Attendance Matters |
| Your role as a Parent / Carer | A picture containing grass, outdoor, person, playing  Description automatically generated  You play a very important role in ensuring the good attendance and punctuality of your child. All parents / carers want the best for their children and a good education helps to ensure that children have the best start in life. School equips them for succeeding both academically and socially, so that they can achieve to the best of their ability and thrive socially.  If children have good attendance habits in primary school these are more likely to continue in secondary school and therefore impact on a child’s chances of success at this stage of their education. |  |

Our vision is for everyone to have a love of life, a love of learning and a love of people.

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| A person looking at the camera  Description automatically generated  **Regular attendance helps students make good progress and enjoy learning.**  We take a whole school approach to maintaining excellent progress; it is the **joint** responsibility of parents/ carers and staff. Being at school is a very important part of any child’s life. It enables them to learn, make friends and gain important skills and knowledge which will prepare them for the next stage of learning.  School and parents/carers are partners in making this a success. As parents / carers it is your responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance and punctuality is maintained.  The school is required by law to record and publish rates of absence which includes unauthorized absence. It is therefore imperative that registers are accurately marked and unexplained absences are investigated. why attendance matters | Attendance letter sent home  Cause for concern  **Less than**  **95%**  10 days absence is 95% attendance  85% attendance means a child has missed 30 days of school.  Attendance targets will be set.  Persistent absence  **Less than**  **90%**  For every day missed a pupil will reduce their attendance by 0.5%  This still equates to 7 days absence per year  Expected attendance  **More than**  **96%**  This equates to 20 days absence  Medical request letter sent home  Concern  **90%** What constitutes good attendance? | If absence is persistent or unexplained, contact will be made with parents/carers outlining the importance of good attendance and offering support.  **Authorised absence**  **Illness** (unless persistent)  **Funerals**  **Weddings** if they have not been arranged by the parent / carer  Music / dance / drama exams  Other circumstances considered exceptional.  **Unauthorised absence**  Examples of unauthorized absence are shown below:  Holiday during term time  Relative visiting  Birthdays (Pupil/relative)  Ill siblings or relatives (unless exceptional circumstances)  Attending an event  Any absence where the school is not notified about.  Absence for the following reasons is authorized, but patterns of abuse will be monitored and investigated if necessary. Authorised and unauthorised absence |

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## Persistent Absence