

ABSENCE

There are 365 days in a calendar year. Your child is expected to attend 190 days of school.

This means there are 175 non-school days for holidays, birthday treats, special events with families and non-urgent appointments.

Remember...

- School opens at 8:30am each morning
- Registration is at 8:45am and 1:00pm.
- Arrivals between 8.45am and 9.15am will result in a Late before registers closed (L) mark on the register
- Arrivals after 9.15am will result in a Late after registers closed (U) mark.

If your child is absent and school either does not receive an explanation from you, or considers the explanation unsatisfactory, it will record your child's absence as 'unauthorised'.

Arriving on time – why is this important?

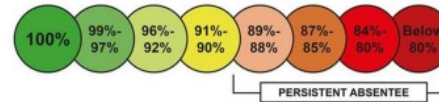
- Learning starts in classrooms at 8.40am
- Children will be settled and ready to start the day together as a class.
- Time can be given to any emotional or other needs the children have.

Children who arrive late miss learning activities and instructions.

If you are late please go to the school office reception so that your child can be marked as present. The reason for lateness will be recorded, and this will be monitored by the Head Teacher and Education Welfare Officer.

ATTENDANCE MATTERS

On Time: First Time, Every Time



Which CIRCLE are you in?

Any absence below 90% is considered as Persistent Absence. This means your child is missing out on their curriculum entitlement and key aspects of learning.

PUNCTUALITY

IF ANY OF THESE SOUND FAMILIAR THEN IT'S TIME TO FIX YOUR TIMEKEEPING!

My alarm clock exploded and I slept through it. | I was abducted by aliens - look I've got a note to prove it! | I'm fairly sure school starts at 10:00 - maybe I'm early? | The bus driver got off at the stop before mine.

5 minutes late per day,
every day of the week adds up to 3 days of lost school time.

10 minutes = 6.5 days lost per school year
15 minutes = 10 days lost per school year
20 minutes = 13 days lost per school year
30 minutes = 19 days lost per school year

WHAT TO DO THE NIGHT BEFORE

- Get everything you need for school ready.
- Set your alarm with plenty of time to spare.
- If you bring your lunch to school - make it now.
- Turn off electronic devices 30mins before sleep.
- If you use your phone before bed download a blue light filter app to look after your eyes.
- Remember that people aged 11 - 16 need 8 - 10 hours of sleep!

WHAT TO DO IN THE MORNING

- Get out of bed as soon as your alarm goes off.
- Have a shower first thing - it will wake you up!
- Have a nutritional, but quick, breakfast. Fruit, toast and healthy cereals are perfect and will give you enough energy to last to lunch time.
- Keep an eye on the clock and don't waste time.
- If you wait for friends, don't wait if they are late.
- If you're late - don't make excuses - we've heard them all before and honesty works much better!

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Chesterton
PRIMARY SCHOOL

Attendance Information for Parents &

Attendance Matters



Every Day Counts....

INFORMATION FOR PARENTS AND CARERS

Chesterton Primary School promotes good school attendance. Children of school-age, who are on roll at a school must, by law, attend that school regularly.

Chesterton Primary School and The Active Learning Trust in partnership with the Local Authority expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence, which will then be authorised.

Regular attendance is important, not just because the law requires it but also because it is the best way of ensuring children make the most of the educational opportunities available to them.

When a child is absent from school, he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons on their return. This will lead to a risk of underachievement, which staff and parents will both wish to avoid.

There may be occasions when a child has to miss school e.g. if unwell. Parents should contact the school by 9.00 a.m. on the first and each subsequent day of absence. Reasons for non-attendance must be supplied and medical evidence may be requested.

WHAT THE LAW SAYS

The regulations make it clear that parents **do not** have any automatic right or entitlement to take a child out of school. It is likely that in most cases Headteachers will be unable to authorize the absence.

The regulations state that Headteachers cannot grant a leave of absence to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

REQUESTING LEAVE OF ABSENCE

Absence from school will only be authorized in exceptional circumstances e.g. close family bereavements. Family holidays are not exceptional circumstances and it is unlikely that any requests for this purpose will be authorized.

Any requests must be made in writing at least four weeks prior to the proposed absence. The school office has a form that must be completed. Reasons must be detailed and evidence may be requested and a meeting to discuss the reason for absence will take place.

GOOD ATTENDANCE

Attendance is monitored each week and lateness or absence followed up each day. If your child's attendance falls below 90% this is a concern.

This may result in:

- Red/Amber/Green Letters
- Meeting with Head of School
- Fixed Penalty Notice Fine
- Fixed Penalty Notice Holiday Fine
- Legal prosecution
- Early Help referral to the Integrated Team.
- Referral to Children and Young People Services.

UNAUTHORISED ABSENCE

Any absence which has not been authorised by the school may be referred to the Education Welfare (Attendance) Service .

This may result in the issue of a Fixed Penalty Notice or prosecution proceedings.

A Fixed Penalty Notice will be issued to each parent of each child of statutory school age and carries a maximum penalty of £120 (e.g. two parents with two children could incur a total cost of £480.)

If the matter proceeds to court this carries a maximum penalty of £1,000 per parent per child and a criminal conviction, which may affect your current and/or future employment.

Attendance Matters

