

Eastfield Primary Academy

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Principal - Kerry Thompson
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Attendance Information for Parents

At Eastfield Primary Academy, we are committed to providing a full educational experience for all pupils. We believe that, if pupils are to benefit from education, regular attendance is vital. The government defines good attendance as at least **95%** as it has been proven that children with this level of attendance are higher achievers. Regular and punctual attendance ensures that your child settles well, is happy at school and able to take advantage of all that Eastfield has to offer.

Parental Responsibilities: Most parents fulfil their legal duty to ensure that their child attends regularly and punctually. Where attendance is not consistent, we try to provide support to ensure improved and sustained attendance. If you are experiencing any problems, please let us know.

Illness: Although we encourage full attendance, we do not want children to come into school if they are unwell. It is not good for the child, their classmates or staff, particularly if your child has something contagious. If your child is absent due to sickness, you must let the school know by **9.30am**. For ongoing illness you will be asked for medical evidence e.g. letter from a doctor.

Absence: Absences fall into two main categories; *authorised* or *unauthorised*. Only the *school*, not parents can *authorise absence*. If you want a *leave of absence* for your child/ren, you must ask for permission in advance. If your child/ren is sick, or there is an *unforeseen absence*, you should let us know as soon as possible.

An attendance rate of 95% is generally considered good; this allows children to miss 9.5 days across the school year.

If a child's attendance is below 95%, the absence will not be authorised unless medical evidence is provided to the school. At the beginning of the academic year, **one session absence** will bring attendance below 95%. **All subsequent absences will be coded unauthorised until the attendance rises to 95% or above.** A child's attendance can fluctuate through the academic year **so this will determine if the absence is authorised or unauthorised dependant of the child's attendance percentage at that period.**

Appointments: Wherever possible we would ask all routine doctors, dental etc. appointments to be made outside of school hours. However, should an appointment be necessary during the school day, we would encourage appointments to be made for the start or end of the school day. Upon return to school, a form of medical evidence should be produced e.g. appointment card or letter.

Lateness: Our Reception to Year 6 classrooms are open from 8.50am and children can come into school from that time. This gives them time to hang up coats, hand in reading books and engage with any morning work before school starts at **09.00am**. Anyone **arriving after 09.00am is late** and the register will be noted accordingly. The registers are closed at **9.30am**. Any child arriving as late, after 9.30am, has an unauthorised absence mark for the morning session.

Persistent Lateness: When a child/ren have been identified as having persistent lateness, we will inform parents/carers of our concerns. In the first instance, by an informal chat with Mrs Caroline Pell and/or a letter. We will then monitor lateness, expecting to see an improvement.

If this continues to cause concern, we will then request a formal meeting with Mrs Pell or Mrs Thompson. The purpose of the meeting will be to address and resolve issues that are affecting the child/ren's lateness. Lateness due to oversleeping, traffic etc. is not acceptable. Good sleep routines and early morning traffic is unfortunately something you must take into account. Please be aware that parents/carers can approach us at any time if they are having problems getting their child into school on time. However, as a parent it is your legal responsibility to ensure your child gets to school on time.

Fixed Penalty Notices: Although we will help any family to improve attendance and punctuality, it is the responsibility of the parent to ensure the child/ren attends school regularly and punctually. If unauthorised absences and persistent lateness gives cause for concern, the Local Authority may issue a Penalty Notice. The Penalty Notice of £120 (or £60, if paid within 21 days) is issued to each parent for each child taken out of school. Failure to pay the penalty in full, may result in prosecution by the Local Authority.

For any further information please see our Attendance Policy or speak to Mrs Caroline Pell.

Thank you for your continued support,

K A Thompson

Principal