

What does your Attendance % Mean?

100% Attendance		No important learning missed	
97-99% Attendance		97% across an academic year means 5 days of learning missed.	
95-96.9% Attendance	Half a day missed every 2 weeks.	95% across an academic year means 10 days	
93-94.9% Attendance		93% across an academic year means 14 days	
90-92.0% Attendance	Half a day missed every week.	90% across an academic year means: 20 days (4 weeks)	A total of 6 months education is missed across 5 years.
89.9% Attendance and below.		85% across an academic year means 30 days (6 weeks)	
80% Attendance or below.	1 day absent every week	80% across an academic year means 39 days (almost 8 weeks)	A total of one year of education is missed out of 5 years
60% Attendance or below	2 or more days absent every week	60% attendance or below across an academic year means 78 or more days (16 or more weeks)	A total of two years of education is missed out of 5 years

What do we expect?

We expect children to attend school. Children that attend school regularly have better social skills, stronger friendship groups and are more likely to reach their full educational potential. If your child's attendance becomes a cause for concern, we want to help you with this. We may invite you to meet with us and our pupil welfare team so we can discuss any issues and put a plan in place to support.

The law states that parents are legally responsible for making sure their children attend school regularly.

To celebrate amazing attendance, the Pupil Executive have decided on a range of rewards. These can be found in the Pupil Attendance Policy and include a BIG prize at the end of the year (last year's prize was £100 Amazon voucher!)



Registers: School starts promptly at 8.45am and registration closes at 9am. If your child arrives to school after 9am, they will be given a late mark and if they arrive after 9.15am, they will be given a late after the register closes mark that will count as an unauthorised absence. Different attendance marks are used on the registers depending on the reason for absence and also your child's % attendance.

Medical Appointments: Please try to make medical appointments outside of school hours. If you have to take your child for an appointment, do not keep them off for the whole day. General appointments should only take an hour or so and your child can come to school before/after their appointment. We ask for medical evidence of appointments.

My child says they feel ill...

Common sense is your best guide when deciding whether your child needs to stay at home. As a general rule, if your child complains of minor ailments (slight sore throat, slight cold or cough, minor aches and pains, slight headache) they should come to school. Please remember that early morning aches and pains often pass so do not keep your child at home 'just in case'. If their condition deteriorates during the day, the school will contact you. **Your child should not come to school if they have had sickness or diarrhoea. Once they have been clear for 24 hours, they should return to school.**

If your child has a slight ear or tooth ache, they should come to school. If the pain persists, they should see a doctor or dentist.

Leave of absence during term time:

HOLIDAYS DURING TERM TIME WILL NOT BE AUTHORISED.

As per the Pupil Attendance Policy, Governors of the school decided that any absence for holidays in term time will be unauthorised and Penalty Notices will be issued in accordance with the policy. The policy can be found on the school website.

Please complete the appropriate form available on Parentapp to inform of leave of absence **prior** to the time away from school.



Communication with school

It is vital that you keep in regular contact with us and notify us every day that your child is absent from school. Please could you also provide us with copies of medical letters for any appointments attended during school hours. If you are having difficulty getting your child into school, please contact us and be honest with us. We are here to support you and your family.

We appreciate honesty for leave of absences, and relationships with all of our families are of utmost importance. Please do contact the office to speak to us if you need to.

If your child is absent from school, you should:

Step 1:

Contact the school as early as possible to advise why they are absent via phone or Parentapp.



Step 2:

Keep the school advised if your child is absent for more than a day or two.

Please ensure you keep school updated with contact details. Where possible, more than one contact number should be provided.