

Holidays in School Time

Legislation has been updated. Headteachers are now unable to authorise holidays in term time unless there are **exceptional circumstances** for the requested absence.

Please make time to read this policy which is on our school website or a paper copy is available via the school office.

Please note that parents who take their child(ren) out of school to go on a holiday which is unauthorised may be issued with a Fixed Penalty Notice.

What is 'good' attendance?

"My child's attendance is 90% - that's good, isn't it?"

If your child's attendance is 90% or less, it means that he/she is missing out on learning for the equivalent of **one half day every week**.

This means that your child has missed the equivalent of **4 whole weeks of lessons in the school year**.

If your child continues at 90% attendance for the seven years they are at primary school, they will miss the equivalent of **three quarters of a school year**.

Your child's attendance needs to be at least over 96%.

0 school days off per year	100%	PERFECTION!
4 school days off per year	98%	Very impressive
7 school days off per year	96%	Good
9 school days off per year	95%	Almost there
11 school days off per year	94%	Needs to improve
1 month off per year	90%	Concerns
2 months off per year	80%	Serious concern



Witton Church Walk CE Aided Nursery & Primary School

Attendance Information Booklet

At **Witton Church Walk CE Aided Nursery & Primary School** we put great emphasis on good attendance and punctuality. Good school attendance is essential for good progress and achievement. Children who come to school regularly and on time make good progress in their learning. We want all of our pupils to achieve to their best and they unable do this if they are not in school every day. ***They should only be absent from school when it is absolutely necessary.***

The parent/carer of every child of compulsory school age is required by law to ensure that the child receives a full time education suitable to the child's ability, age, aptitude and any special education needs the child may have either by regular attendance at school or otherwise. Failure of a parent to secure regular attendance of their school registered child of compulsory school age can lead to a penalty notice or prosecution. Local authorities (LAs) and schools have legal responsibilities regarding accurate recording of pupils' attendance.

Absences

If your child is absent from school please inform the school office (not teaching staff) by 9.15am on 01606 288128. A message can be left on our absence message service by pressing option 1. If we have not heard from you we will need to contact you to establish your child's whereabouts; if we receive no response, we will follow our protocol which may involve a home visit or contacting the police or the relevant external agencies.

It is a legal requirement for parents/carers to inform school of the reason for a child's absence. Failure to inform school of the reason will result in the absence being recorded as 'unauthorised' and it will appear as such on the child's annual report.

Please make sure that all absence is kept to a minimum and your child returns to school as soon as he/she is well enough, whilst adhering to current Department of Health guidelines for absences of 48 hours after the last event of sickness or diarrhoea.

Lateness

Children should be in school by 8.55am each day, when the registration period begins. It is important that all children make a good start to the day and are ready to learn. If a child arrives after 8.55am but before 9.30am (when registers close) they will be given a 'late' mark [L]. Pupils who arrive late can show anxiety about coming in to the classroom and may not be in the best frame of mind to begin learning. They may miss out on something important. If children arrive after registers close at 9.30am they will be marked with a [U] which equates to an unauthorised absence.

Medical Appointments

If a child needs a doctor or dental appointment, parents are asked to avoid appointments during school hours. If this is not possible, parents/carers should ensure that pupils are in school for their morning and afternoon session mark; if they do need to leave school during the day, please make sure that they are back in school as soon as possible. Children must return to school after their appointment. The appointment card or confirmation text **MUST** be shared with the office so a copy can be placed in your child's file.

Parents/carers of children who are required to attend hospital appointments may not be able to select appointment times. If a child's appointment will disrupt their time in school, parents are asked to bring a copy of the appointment letter from hospital into the school office before the appointment so that our registers can be marked accordingly.

Congratulations!

This is how we reward pupils with good attendance.

Weekly

The class with the highest attendance for the week will receive our special Attendance Cup in our whole class assembly on Friday morning.

Termly

Individuals with attendance above 100% will receive either a Gold, Silver or Bronze award certificate during a whole school assembly at the end of each term. In addition, every pupil with 100% attendance for the full school year will be entered into a raffle with a chance to win a special prize at the end of the year.

Full attendance means:

- No** holidays in term time
- No** 'late after register closed' marks
- No** unauthorised attendance marks



Daily attendance, in class for registration at the start of each day.