**ATTENDANCE**

**AND**

**PUNCTUALITY MATTER**

**“ATTEND TO ACHIEVE”**

Carr Hill Primary School

Everton Primary School

Hallcroft Infant & Nursery School

Mattersey Primary School

North Wheatley C of E Primary School

Ranby C of E Primary School

Ranskill Primary School

Saint Joseph’s Catholic Primary and Nursery School

Sturton le Steeple C of E Primary School

Sutton-cum-Lound C of E Primary School

The Elizabethan Academy

The Elizabethan Family of Schools believe strongly in enabling all pupils to achieve as highly as they are able to, in all they do. We expect all parents and carers to support us in achieving this goal.

OUR EXPECTATION IS AT LEAST 95% ATTENDANCE FOR ALL STUDENTS

* Excellent attendance 98% above (approx 8 sessions missed)
* Good attendance 95% - 97% (approx 20 sessions missed)
* Below average attendance 91% - 94% (approx 35-40 sessions missed)
* Cause for concern is 85% and below (approx 50-60 sessions missed) This may trigger a referral to The Targeted Support Service

Children are expected to attend the school for the full 190 days of the academic year unless there is a good reason for absence. It is the responsibility of parents and carers to ensure their children attend school regularly and on time. Failure to do so is an offence under Section 444-1 of the Education Act 1996. We will support the process of encouraging good attendance, but ultimately it is the parent/carer’s responsibility to achieve it.

Please note registration begins at 8.50am and your child should be in school on time. Please be in the playground by 8.45 am. If your child is late you must report to main reception and offer an acceptable reason for the lateness.

The flow charts below detail our current procedures for lateness and persistent absence:

**Procedure for attendance concerns**

**If absence persists a formal referral to the Targeted Support Service requesting further intervention will be made.**

**An attendance level of 91% or below may lead to this action.**

**Parents asked to explain to class teacher and HT the reasons for absence.**

**A letter about monitoring attendance is sent to parents/carers by the HT if attendance drops to 93%**

**No Improvement**

**If absence continues a meeting with HT, Governors and parents will be arranged and targets and timescales set**.

**No Improvement**

**If there is no improvement a letter will be sent by HT to explain that absences will no longer be authorised by school.**

**No Improvement**

ATTENDING SCHOOL EVERY DAY MEANS:

* Better life chances for your child and preparation for the world of work
* Building lasting and valuable friendships
* Being able to achieve your child’s full potential and access all opportunities

Raise your child’s attendance and improve their life chances

**FACT: Those who attend well, do well**

**Holidays taken during term time:**

**From September 2013, the school will not be authorising any holidays during term time and this applies to all year groups, unless there are exceptional circumstances. In this case, all requests must be in writing to the HT or Governors, at least 28 days in advance.**

**There are two types of absence:**

**✓**

 **AUTHORISED** (where school approves student absence)

 **Acceptable reasons for absence are**:

* Illness (sickness and/or diarrhoea - please have a full 24 hours clear before returning)
* Medical appointment that cannot be made outside of school hours
* A day set aside for religious observance
* 1 day for a family wedding

 **UNAUTHORISED** (where school will not approve absence)

 **Unacceptable reasons for absence are:**

* Headache
* Hair appointment
* Illness of a sibling
* Birthday
* Shopping
* Overslept
* Visiting friends or relatives

If your child is absent, you must call the school on the first day, stating the reason why your child is not able to attend. We will then decide whether to authorise the absence or not. If we do not authorise the absence, you will be informed. If your child is feeling better, as the day progresses, please bring them into school.

**Phone:** **01777 702728**

**How can parents/carers encourage good attendance?**

* **TALK** regularly with your child about school and how they feel about it. They are more likely to attend if they feel supported and their anxieties are listened to.

* **PHONE** as soon as possible to let us know of your child’s absence.

* **DO NOT** take holidays in school time.
* **DO NOT** allow your child to have time off unless it is really necessary.
* **ENSURE** your child is in school during assessment weeks (month of May)
* **DISCUSS** with school, at the earliest opportunity, any problems/worries that are affecting your child’s attendance.
* If you have any concerns **RING US -** we will check attendance and be discreet.
* **PRAISE AND REWARD GOOD ATTENDANCE:** even the small improvements and successes.

**How can school encourage good attendance?**

* 100% attendance certificates (termly and yearly)

All schools have regular meetings with the Local Authority. We will monitor children if we are concerned about their attendance at school. Children may be referred to The Targeted Support Service if there is Persistent Absence (this includes holidays in term time and trivial illness). This may lead to legal action being taken against you.

***Attendance facts:***

* 80% attendance is the same as having a day off every week.
* 90% attendance is like having a day off every 2 weeks.
* Most children should routinely have attendance rates of 97% or more. This is the equivalent of 6 days absence per year. BUT 100% is achieved by many pupils every year in both primary and secondary.
* The Government regard 95% as the minimum satisfactory attendance.
* A 2 week holiday each year in primary school means a total of 14 weeks teaching time missed – this could have a real impact on basic literacy and numeracy skills.
* Lateness to school of 15 minutes per day = 1 hour and 15 minutes per week and 47.5 hours a year.
* Keep an eye out for early signs of your child not wanting to go to school, such as moodiness, headaches, or stomach aches, especially at important times like the transition into Year 7 or after school holidays. Act upon these early signs, please don’t be frightened to speak to someone in school.