

Did you know???

Good Attendance • 100% =
0 weeks learning missed!

- 95% = 1 week 4 days learning missed

This is the average level of absence for a child at primary school.

Poor Attendance

- 90% = 3 weeks 4 days of learning missed

At this level of absence your child will be classed as a persistent absentee.

At this level of absence the Education Welfare Officer would be involved.

If your child is absent from school for 1 week they would miss about 5 hours of maths and 5 hours of Literacy!


Pupils who are absent on average for 3 days every half term during their school career miss more than a year's education!

ATTENDANCE PROCEDURES

- If a child is prevented for any reason from attending school, or is going to be late, parents/carers are requested to notify the school by 9.00am or as soon as possible thereafter, either by 'phone call or message from an adult.
- Absence must be reported **daily** as no assumptions can be made about ongoing illness. If your child is hospitalised, please notify the school of the date of return.
- If they have a doctor's note, please bring it to the school office. In such cases, you will not have to contact the school on a daily basis.
- If contact is not made, then a note explaining the reason for the child's absence must be submitted to the school on your child's return.
- If the school is not informed of the reason for the absence, an unauthorised absence entry will be recorded on your child's attendance record.

OUR AIMS


- To ensure that every child is safeguarded and their right to education is protected.
- To ensure good attendance is achieved, through rewards and incentives
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.



CASTLE PARK SCHOOL
Learning For Life

A Guide to Good School Attendance

Be On Time
At
Ten to Nine



01539 790440
www.castleparkschool.org.uk

How can you support this partnership?

Being at school is a **very important** part of any child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. As parents or carers it is your **legal responsibility** to make sure that your child makes the most of this opportunity by attending regularly and aiming for at least 90% attendance.

Punctuality

When your child arrives late at school, he/she misses the teacher's instructions and the introduction to the lesson. Your child may also feel embarrassed at having to enter the classroom late. Punctuality is important for children to start the day off well.

How can you help?

- Ensure your child arrives on time.
- Prepare packed lunches, school bags and breakfast items the night before.
- Make sure the alarm clock is set at a reasonable time for getting everyone up and ready.



SCHOOL RESPONSIBILITIES

Recording attendance is the responsibility of all school staff. The register is a legal document and is completed every day for both morning and afternoon sessions. The register is also a crucial part of the health and safety/safeguarding procedures of the school.

- Electronic registers open at 8.50am and close at 9.10am after which they are submitted to the school office.
- If a child arrives after 9.00am but before 9.30am, they will be recorded as **Late**.
- If a child arrives after 9.30am, they are marked as present after the register has closed, but this is recorded as an absence.
- Afternoon registers are completed at the beginning of the afternoon session.
- A pupil's absence from school is considered as unauthorised until a satisfactory explanation is received.

All unexplained absences will be promptly investigated by the school office staff who will contact parents for an explanation. Where a child's absence falls below 90% without a satisfactory reason (e.g. long term illness), parents will be contacted by the school or the Education Welfare Officer to discuss measures to improve the child's attendance and/or punctuality.

Pupils who are absent through sickness, or any other unavoidable cause, for an extended period will be supported in continuing their education at home where this is possible, and in re-integrating back into school upon their return.

AUTHORISED ABSENCE

Absence will be authorised for:

- sickness
- unavoidable medical/dental appointments (but wherever possible these should be made outside of school hours)
- days of religious observance
- non-school sporting activity (where the sporting activity occurs during term time)
- exceptional family circumstances

UNAUTHORISED ABSENCE

Absence will not be authorised for:

- shopping trips
- looking after other family members
- domestic chores
- child's birthday celebrations or similar events
- holidays during term time

APPROVED EDUCATIONAL ACTIVITY

Pupils will not be deemed absent when out of school to take part in:

- school sporting activity,
- educational visits
- course/classes in other establishments
- off-site examinations

MORE INFORMATION

For more information, please see our school website for our Pupil Attendance Policy or ask at the school office.

