

What to do when your child is absent from school

Let us know.

- Telephone the school office, phone number 01202 485436 on the first day of absence to explain the reason why your child is away from school. The greeting message will direct you to press number one on your keypad. This will take you directly through to Mrs Hill's office where you can leave a short message. Please do this by 9am.
- If your child is absent for several days, please keep the school informed during your child's absence by phoning in every other day.
- The school will only authorise absence in the most exceptional circumstances. If you think it is necessary to make an application then it must be in writing to the Headteacher. You must give a full explanation for the request, but please do not assume the leave will be granted so it is advisable to submit requests as soon as possible. All requests will be considered on an individual basis and forms are available from Reception. If absence is to be authorised, evidence may be requested.

When will absence not be authorised?

The school will not authorise absence for any of the following reasons :

- Holidays
- Shopping
- Looking after other members of the family
- Minding the house
- Birthdays
- Illness in the family
- Bad weather

We will keep you up to date with the school's attendance levels in our fortnightly newsletters.

Rewarding good attendance

Regular attendance is rewarded in classes and whole school assemblies. A range of certificates and class rewards are awarded weekly.

Attendance Targets

In 2015-2016 the school's target is to achieve 96% attendance which is in line with National expectation.

In 2016-2017 the school's target will rise to 97% attendance.

Somerford Primary School



Attendance

Guidance for
parents, carers and
pupils

2017—2018

Why good attendance is important

Poor attendance has a direct impact on children's progress and how well they will achieve in school

For example, 90% attendance might sound quite good but what it really means is.....

- Your child is absent from lessons for the equivalent of 1 half day every week.
- In one year, 4 whole weeks of lessons are missed.
- If your child continues to attend for only 90% of the time over 5 years, he or she, will miss **half of a school year**

Children who do not attend school regularly often have the following problems:

- They are not able to keep up with their work.
- Difficulty with 'catching up'
- Missing important parts of the lesson
- Unintentionally disturbing others

This is why Somerford Primary are making good attendance a top priority. By improving our attendance rates, we will improve the standards our children achieve and provide them with better chances for life.

But ... we can only achieve this with your full support.

Holidays during Term Time

There are 190 school days in a year . This means you have 175 days to take holidays or short breaks.

Taking your child out of school for 2 weeks (10 school days) will reduce their attendance to 94% before any illness is taken into consideration.

Research shows that children who are taken out of school for holidays may never catch up on the work they've missed and the impact is greater at primary school than at secondary school.

The Government have changed the legislation on holidays in term time. Schools are no longer able to authorise any holidays during term time.

If you take your child on holiday this will be an unauthorised absence and you risk a £60 Penalty Notice.

How parents and carers can help:

Work with us

- Send your child to school every day, on time, unless they are genuinely ill.
- Avoid taking your child out of school for doctors or dental appointments.
- Remember, the school will not agree to your child being absent for a holiday during term time.

Punctuality

The school day starts at 8.45 and any child arriving after that time will be marked as late. If a child arrives after 9.15 when registration closes, they will be marked with an unauthorised absence for the morning session.

What will happen if my child is often absent from school?

- The school monitors the attendance of all children monthly.
- Where there is a cause for concern, you will be contacted and your child's attendance will be monitored daily.
- If attendance does not improve to at least 95% you will be invited to an attendance meeting.
- The meeting is an opportunity for the school and family to meet together to discuss why a child has so many absences and to hopefully come up with solutions to any problems.
- However, if your child's attendance does not improve, a referral will be made to the Early Intervention Team. They can recommend several outcomes including a £60 Penalty Notice, a Parenting Order, Court prosecution with a possible fine of up to £2500 and/or custody.

What happens when my child is ill?

- There may be times when your child has to miss school because he, or she, is ill.
- You should contact the school on the first day of absence to let the teacher know that your child is unwell.
- It is important to let the school know if your child has ongoing health problems so that the right support can be put in place.