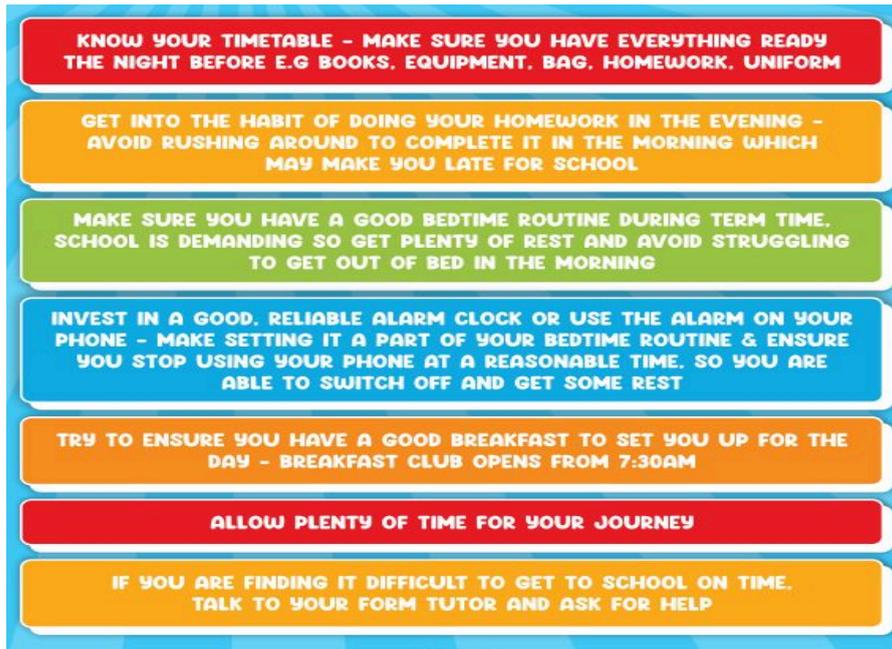


# Attendance Newsletter - Term 4 2024

## TOP TIPS FOR PARENTS



- KNOW YOUR TIMETABLE - MAKE SURE YOU HAVE EVERYTHING READY THE NIGHT BEFORE E.G BOOKS, EQUIPMENT, BAG, HOMEWORK, UNIFORM**
- GET INTO THE HABIT OF DOING YOUR HOMEWORK IN THE EVENING - AVOID RUSHING AROUND TO COMPLETE IT IN THE MORNING WHICH MAY MAKE YOU LATE FOR SCHOOL**
- MAKE SURE YOU HAVE A GOOD BEDTIME ROUTINE DURING TERM TIME. SCHOOL IS DEMANDING SO GET PLENTY OF REST AND AVOID STRUGGLING TO GET OUT OF BED IN THE MORNING**
- INVEST IN A GOOD, RELIABLE ALARM CLOCK OR USE THE ALARM ON YOUR PHONE - MAKE SETTING IT A PART OF YOUR BEDTIME ROUTINE & ENSURE YOU STOP USING YOUR PHONE AT A REASONABLE TIME. SO YOU ARE ABLE TO SWITCH OFF AND GET SOME REST**
- TRY TO ENSURE YOU HAVE A GOOD BREAKFAST TO SET YOU UP FOR THE DAY - BREAKFAST CLUB OPENS FROM 7:30AM**
- ALLOW PLENTY OF TIME FOR YOUR JOURNEY**
- IF YOU ARE FINDING IT DIFFICULT TO GET TO SCHOOL ON TIME. TALK TO YOUR FORM TUTOR AND ASK FOR HELP**

## ATTENDANCE POLICY-SUMMARY FOR PARENTS

### **Good attendance is important because:**

- statistics show that pupils with good attendance have higher attainment in school
- children with attendance above 96% make better progress socially and academically
- children who attend regularly find their learning more satisfying and have fewer gaps in their knowledge.

### **Parents:**

- must ensure their child arrives at school on time for registration.
- should contact the school daily to report any absences, giving a reason and when the child will return.
- should keep the school updated and after 5 days of absence, provide medical evidence.
- should not book routine medical/dental appointments during school time as these are unauthorised..
  - ensure their child comes to school on time everyday.

### **Absence procedures:**

- Parents/carers must provide a reason for a child's absence for each day they are absent. This may be in the form of a letter, a phone call or oral explanation to the school office. · **Explanations by the child are not acceptable.**

The only acceptable reasons for absences are illness, attendance at a medical appointment (**NOT** dentist or doctors), exclusion, religious holiday or family bereavement - for which the Headteacher has given permission. **Absences to go shopping, visit relatives, go on a holiday or because a parent is unwell are not accepted.**

**Leave of absence during term time:**

The school is not permitted to grant any leave of absence during school time unless there are really exceptional circumstances. Holidays are not regarded as exceptional circumstances. All requests for leave must be made in writing in advance by the parent to the Headteacher. Both departure and return dates should be clearly stated.

MILD ILLNESS AND SCHOOL ATTENDANCE

There is wide agreement among health professionals and educational professionals that school attendance is vital to the life chances of children and young people. Being in school improves health, wellbeing and socialisation throughout the life course. The greatest benefits come from children and young people attending school regularly.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. Please see the NHS guidance 'Is my child too ill for school' [Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk).

If your child misses..	That equals...	Which is....	And over 13 years schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Over 8 years

TERM TIME LEAVE

If you take your child out of school for any reason, you may receive a fine of £60 per child per parent if paid within 21 days. If this fine were not paid within the time limit, the penalty would rise to £120 and need to be paid within 28 days. The government monitors school attendance & punctuality. They look at persistent absence and lateness. If your child has attendance of 90% or less they are deemed persistent absentees and we are asked to follow this up and refer to the local authority who could take you to court. At court, the penalty is either a very large fine of up to £2,500 or imprisonment.

**WE ARE HERE TO HELP YOU - PLEASE CONTACT YOUR CHILD'S SCHOOL IF YOU ARE EXPERIENCING DIFFICULTIES SO WE CAN HELP AND AVOID THE ISSUE ESCALATING.**