



## Attendance at Brading CE Primary School

As a school we take attendance very seriously. The following details the importance of good attendance and punctuality. Days off school add up, missing lessons makes it hard to catch up and children have to work harder when they come back. There are 175 non-school days a year for holidays, cultural experiences and family time. It may be useful for you to know what attendance figures mean for your child.

<b>Above 98%</b>	<b><i>Excellent attendance</i></b> Less than 4 days absence in a year.
<b>96%</b>	<b><i>Good attendance</i></b> Less than 8 days absence in a year. Brading's attendance target for all students is 96.5% and above.
<b>90%</b>	<b><i>Below average/low attendance</i></b> 19 days absence over the year.
<b>85%</b>	<b><i>Exceptionally low attendance</i></b> 29 days absences in a year. Students with attendance 85% or below are persistently absent from school and parents of students with this level of attendance could be issued with a Penalty Notice.

### Reporting an absence

- All absences must be reported before 9:30am **each day** by calling the school number below.
- If you know your child is going to be absent please let us know in advance.
- **Written notification** giving details of all absences must be brought into school on your child's return. Proformas are available at the gate every morning or from the office at any time.
- **If written notification is not received within 3 days then the absence will be recorded as unauthorised.**

School telephone number: 01983 407217

Email: [admin@bradingcepri.iow.sch.uk](mailto:admin@bradingcepri.iow.sch.uk)

In addition to this, we also ask for

- Absences of 5 or more days must be supported by medical evidence.
- Absence of 5 or more days without supporting medical evidence will not be authorised.
- Any form of unauthorised absence may be subject to a Penalty Notice from the Local Authority.

### Punctuality

Arriving late to school and into lessons is very disruptive for the teacher and other class members. It also means that late students themselves miss important input from teachers. Registration is at 8:45am; if, for whatever reason, you know your child will be arriving late, please call the school office or provide your child with a written note. Late students must be signed in, on arrive at reception.

### Examples of authorised absence

- Hospital or dentist appointment (evidence required).
- Reported illness of less than 4 days (unless medical evidence has been requested).
- Illness of 5 or more days **with** medical evidence.
- Emergency doctor or dental appointments (evidence required). Routine appointments should be made outside of school hours.

### Examples of unauthorised absence

- Leave of absence **not** approved by the school.
- Absence **not** reported on the day or supported by written evidence upon return to school.
- Absence of 5 or more days **without** medical evidence.

- Arriving late after registers have closed.

### **Examples of medical evidence**

- Medical appointment card confirming attendance.
- Medical appointment letter.
- Copy or prescription showing name and date.
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

Please help your child to maintain good attendance by booking doctor, dentist, and optician appointments either in the school holidays, in the afternoon after school or at weekends. Please provide the school with an appointment card/letter if your child needs to leave school for an appointment.

### **Requests for absence during term time**

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a risk of under achievement. This is something we all have a responsibility to avoid.

If you consider your request for absence to be an exceptional circumstance then please ask at reception for the relevant form. They can also be downloaded from the school website ([www.bradingcepri.iow.sch.uk](http://www.bradingcepri.iow.sch.uk)). On returning these to the school, a meeting will be arranged with the Headteacher and a member of the governing body to discuss your reasons for the absence request by an exceptional circumstance. Following this meeting, if the decision is made that the request does not constitute an exceptional circumstance, a referral will be made to the Educational Welfare Services. They will make the final decision, and as parents you may be subject to a fine and a penalty notice may be issued. The cost of the fine is £60 per child, per parent, this also includes step parents. If the fine is not paid within **21 days**, this will be doubled to £120. If the fixed penalty remains unpaid after 28 days, the parent(s) will be prosecuted under section 444(1) of the Education Act 1996. The offence carries a maximum fine of up to £1000.

As always, as a school we are working with you as parents to unlock your child's potential through being a Team that Trust each other. If you would like to discuss any part of this information with the Headteacher or a member of the governing body, please make an appointment at the school office.

Finally, thank you for your continual support in helping to raise attendance and attainment at Brading CE Primary.