

Absence during term time

- Please avoid making routine medical appointments during the school day (doctor, dentist, optician)
- No holidays are authorised. There are 190 statutory school days a year, so there are 175 other days (13 weeks) of school holidays and weekends.
- In the case of a family emergency requiring your child to miss school, please contact the school as soon as possible.
- If you have not informed the school office of your child's absence by 9am on the first day of absence a text message or phone call will be made.
- If children require medication at school please take all medicines to the office.

We thank you in advance for all your hard work and support in relation to this matter.

Every day, half day and lesson matters.

We expect at least 96% attendance by all pupils in our school.

High attendance is important in giving pupils the best chance of being successful at school and achieving their end of year expectations or better.

High attending pupils are able to get involved in the entire range of school life and all the different activities that are on offer in order to ensure they reach their full potential.

High attending pupils are able to develop

- high levels of achievement in their work.
- better social skills
- better friendship skills.

High attendance is particularly important

- At the start and end of the school year when establishing new routines.
- Before and during tests
- Throughout the year when valuable teaching and group work is taking place that cannot be repeated.



Etruscan Primary School

Attendance Matters Information for Parents and Carers.

School gates open at

Home School Link Worker—Mrs Cox

Attendance Leader— Miss Clarke.

Educational Welfare Officer—

Mrs Dutton

School telephone number

01782 235711

What to do if your child cannot attend school

-Please contact the school office on the first day of absence before 9am on 01782 234411.

-Please explain the reason for absence and give an estimate of how long your child is likely to be absent.

-If your child's attendance drops below **96%** a letter will be sent home to inform you and you will be invited to attend an attendance clinic with the Head of School and Educational Welfare Officer in order to set targets to ensure that this improves.

-Poor attendees will be supported by the Educational Welfare Officer.

-Where attendance is a cause for concern the Educational Welfare Officer will visit the home to offer support on how to improve attendance.

Poor attendance can lead to prosecution. Parents have the legal responsibility to ensure that their children are in school during term time.

-Children who are absent, should not be out in public places during school time 9.00am - 3.00pm.

Examples

Zak's attendance rate is always around 90% He thinks this is pretty good! However, this actually means ...

He is absent from lessons for the equivalent of a half day every week!

That is 16 days a year or 3 weeks 1 day each academic year. 90% attendance for your child through primary and secondary school means they will have missed **a whole year** off school during their education.

Zobiyah's attendance rate is always around 80%

She thinks that this is ok! However, this actually means ...

She is absent from lessons for the equivalent of one day every week.

That is 38 days a year or 6 weeks 3 days an academic year, a whole half term! 80% attendance for your child through primary and secondary school means they will have missed **two years** during their education!

For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Together we can strive for excellence.

Our school contact for any issues relating to school attendance is our Home School Link Worker, Mrs Cox or Miss Clarke, the Head of School.

All pupils in our school are aware of the attendance target. Each week during our awards assembly a trophy is awarded to the class with the best attendance that week. This is on display in the hall. Individual pupil attendance is shared with pupils every half term. Green certificates are given out each half term for pupils who have achieved 96% -100% attendance and their names are entered into a raffle to win £10. At the end of the school year, the winner will receive a voucher for £50!

Children who achieve 100% attendance for a whole year get a special treat such as a gift token to spend or a trip out.

We also monitor **lateness** rigorously as children need to be in school on time. **Lessons starts at 8.45am** . Children who are late are signed in with a reason for their late arrival. They will be given a red late card to hand to the teacher. Parents may also be invited to talk to Miss Clarke about persistent late arrival to school.