

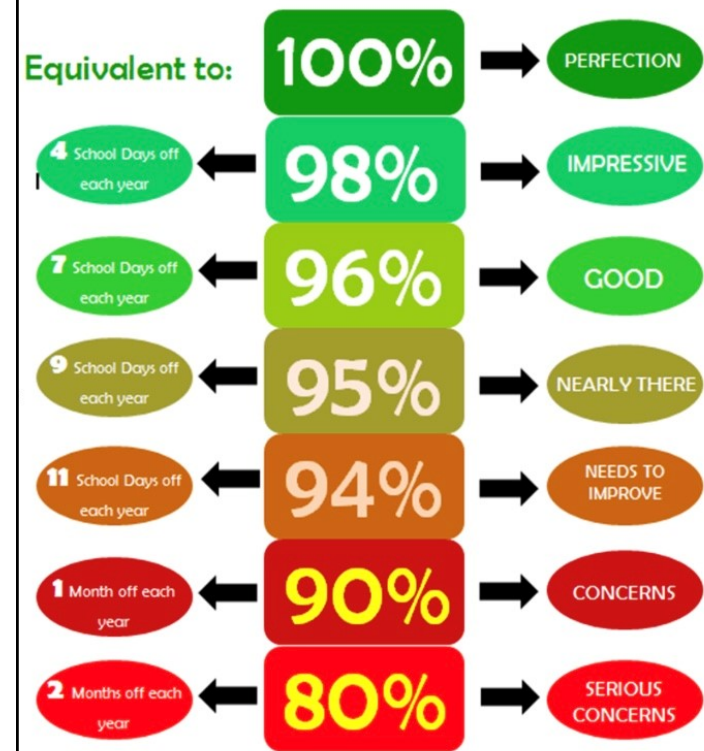


**Kehelland
Village
School**

Parent/Carer Guide to Attendance

Attendance Ladder

How close are you to reaching to the top?



Surely 1 or 2 days absent a week doesn't seem much but this is how it is..

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	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	Nearly 8 years

If your child is late 10 minutes a day - surely that won't matter or affect my child..

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Strategies to Promote Good Attendance

Here at Kehelland, we want all children to have the opportunity to be in school to succeed in their learning. Here are some ways in which we promote good attendance:

- ⇒ The Attendance Monkey—Marvin, Marv for short. This cuddly toy is given out in Friday's assembly to the class with the highest attendance. They spend the following week looking after him.
- ⇒ Letters home to all parents half termly whose child has an attendance concern. Regular meetings to overcome any barriers and work in partnership to improve the attendance of all children.
- ⇒ Pupil support plans and parent contracts as needed.
- ⇒ Class attendance figures will be on each weekly newsletter.

Further information

Our attendance policy can be found on our website. If you have any queries please do get in touch with the school office.

Arrival at school

The school gates open at 8.30am until 8.45am. Pupils arriving on the school grounds before 8.30am cannot be supervised unless they attend our Breakfast Club .

Punctuality

Arriving at school on time gives your child a great start to the day, putting them in a positive frame of mind to make the most of the day's learning and activities. The school gates open at 8.30am to give your child plenty of time to arrive and settle before the formal start to the school day at 8.45am. **If your child arrives after 8.45am, the parent/carer MUST come to reception to sign in at the school office for Safeguarding purposes and to sign the late book with a reason for lateness. Arriving in school after the register closes at 8.55am counts as an unauthorised absence and will show on your child's attendance record.**

Absences

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence. We expect parents to telephone the school office every day of a child's absence by 8.30am. You can leave an answer phone message on the absence line. If we cannot make contact with you by lunchtime and we have had no contact regarding an absence we will carry out a home visit for safeguarding purposes, and ask advice from outside agencies if needed.

Illness

Where over the course of an academic year, a child has repeated periods of illness, the school will contact parents to ask them to provide medical evidence for each future period of illness related absence.

What we will do

If a child has more than three broken weeks of attendance in a half term, we will meet with parents to set up a pupil support plan to ensure both school and home are doing everything they can to enable the pupil to attend. If attendance does not improve within 4 weeks, or if attendance continues to be poor (5 broken weeks in one term or 3 broken weeks in a half term) we will refer the matter for further support as per our policy which can be found on our website or at the school office. If after any of these measures, attendance does not improve after a half term parents will be contacted by the Local Authority who monitor and enforce attendance. They have the power to prosecute, involve support organisations and fine families if they do not improve their child's attendance.

If your child is often LATE then this will also be referred to the Local Authority and they may chose to fine or prosecute if punctuality does not improve.

Parental Request for Absence from School for Holiday

With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. A copy of the Parental Request for Leave of Absence form MUST be obtained from the office before absences happen this must be returned to school 3 weeks or 15 working days prior to the absence happening.

Addressing Attendance Concerns

In primary school we rely upon parents to ensure their child attends school regularly and punctually, and therefore concerns about attendance are initially raised with parents. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the Education Welfare Officer (EWO) and local authority will monitor and check their attendance. When children have an absence of around 94% or less the EWO may issue fixed penalty fines, or seek to prosecute parents where, despite support being provided, parents fail to ensure that their child attends school regularly .

Medical Appointments

All appointments should be made outside of normal school hours. They will not be authorised without evidence of the appointment. Even when authorised, please be aware that these absences still count toward the overall absence percentage, which should be above 96% for good school attendance.

IF YOUR CHILD MISSES SCHOOL ON A REGULAR BASIS IT MAY:

- ⇒ Seriously hinder your child's learning and their ability to do well and achieve their potential.
- ⇒ Affect their confidence to attempt new learning and their ability to work and learn alongside others in general and as a result develop reluctance or indeed refuse to attend school
- ⇒ Disrupt your child's routines and make them feel vulnerable on their return to school
- ⇒ Cause disruption to teaching routines (if teachers need to revisit previous learning) and as a result affect the learning of other children in your child's class.
- ⇒ Affect their ability to make and sustain friendship groups which may lead to your child becoming disillusioned with school and education school as they get older.

Please remember that you have a legal duty to ensure your child attends school on a regular basis.