



# Attendance

## Blackwater Community Primary School Parent Guide

### 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 Blackwater, 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. This cuddly toy is given out in Monday's assembly to the class with the highest attendance. They spend the week looking after him. .
- ⇒ End of term treat for the class who has the highest attendance. These treats are chosen by the School Council. E.g. visit to the local park, forest school afternoon, movie and popcorn time.
- ⇒ Letters home to all parents half termly whose child has an attendance lower than 96%. Opportunities to discuss this with the Headteacher or the EWO.

You can find out what your child's attendance is by using our eSchools APP.

### Arrival at school

The school gates open at 8.45am until 9am. Pupils arriving on the school grounds before 8.45am 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 8.45am to give your child plenty of time to arrive and settle before the formal start to the school day at 9am. If your child arrives after 9am, they need to come to reception to sign in at the school office. Parents will be asked to sign the late book to confirm their child's late arrival and the reason for this. Arriving in school after register closes at 9.30am counts as an unauthorised absence and will show on your child's attendance record.

### Collecting your child from school

We all understand that sometimes parents can be unavoidably delayed when collecting their child from school and we appreciate the phone calls to the office telling us if this is the case so that we can let your child know and avoid any worries. However, if children are late being collected at the end of the day, we will ask the person collecting them to sign our late book and give the reason for this.

### 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.

### Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

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.

### 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 can be obtained from the office.

### 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 school has a responsibility to make a referral to the Educational Welfare Service. The Education Welfare Officer (EWO) visits once a term to check and monitor attendance. They carry out regular register checks to identify children with low attendance (usually below 94%). 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.

### 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.**