



Attendance And Punctuality

Information for
parents/carers

Tel: 01924 303525



How Parents can help?

First day contact by parents informing school about reasons for absence before 09:30

Responding promptly to any requests for information about absences

Make sure your child leaves home in good time for the start of school

Discuss the importance of attendance and punctuality with your child

Make appointments out of school time wherever possible (appointment cards/letters must be brought to school)

Do not take holidays in school time (If this is the only time a parent can have a holiday supporting evidence from the employer will be requested)

Above all else, be proud of your child's achievements and support the school in its efforts to raise standards through good attendance

What School will do?

We intend to improve attendance by:

Celebrating the high attendance of individuals by the presentation of awards

Celebrating the high attendance of classes through class rewards

Raising school attendance awareness via our weekly newsletter

Making first day contact by if no reason for absence has been received by 09:30

Monitoring rigorously the attendance of individuals, groups and classes

If a child's attendance falls below an acceptable standard a letter will be sent home inviting parents/carers to discuss attendance and how it might be improved

If absence and lateness are persistent, including 'odd days' over a period of time, a referral will be made to the Education Welfare Officer.

Attendance and Punctuality

Attendance

There is an unquestionable link between good attendance and pupil achievement. Punctuality and regular attendance is of the utmost importance in helping your child to make the most of their time in school.

The following information often surprises parents and teachers:

Attendance Rate	Days Absent in School Year	Weeks Absent in School Year
100%	0	0
95%	10	2
90%	20	4
85%	30	6
80%	40	8

An attendance rate of 90% sounds quite good but would mean that a child is absent for 4 weeks in the school year. If this rate remained the same throughout the years a child is legally expected to attend school then he/she would miss more than one year of their schooling life.

Fines will be issued for persistent absence and lateness.

For Parents

If your child is aged between 5 and 16, you have a duty to ensure that they all attend school regularly and punctually.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, his/her parent may be guilty of an offence (Section 444 of the Education Act 1996).

Although there will be times when children are genuinely ill, the following reasons for absence are not acceptable (these are not exclusive):

- A birthday treat
- Getting up late
- Accompanying a family member to an appointment

In line with all schools in the country, requests for holidays will not be authorised (unless they meet the exception requirements).

If your child does not attend every day they: Miss important work and may struggle to keep up
May feel left out of friendship groups.

Sandal Castle Primary has an attendance target of 97%

For Parents and Children

Please think about the following before keeping your child at home for the day:

An 'odd days illness'

Are they really so ill that they can't attend?

Would they be absent if it was the day of a school visit?

If they have an appointment:

Do they have to have the appointment in school time?

Do they really need the whole day off for an appointment?

Persistent absence is tracked very closely. The table below shows how much time needs to be missed for your child to be classed as persistently absent. Arriving late after registration also contributes to this.

Date	Sessions	Days
Sept-Oct	10	5
Sept-Dec	20	10
Sept-Feb	30	15
Sept-Apr	38	19
Sept-May	47	24.5
Sept-July	57	28.5