

How can I help my child get the best out of school?

- Be aware of the impact of regular absences - missing school means missing out.
- Make sure your child arrives at school on time.
- Don't let your child stay away from school for reasons like going shopping, birthdays or simply saying they don't feel well.
- Avoid taking family holidays in term time.
- Try to make non-urgent medical and dental appointments out of school time.
- Be involved with your child's education and school - ask questions.
- Build up good habits of punctuality and attendance.
- Only keep your child at home in accordance with Health Protection Agency infection control guidelines (contact the school if you are unsure) and send them back to school as soon as they are better, even if it's only for one day - every day counts.

Why is good attendance important?

- The law states that all children and young people aged from 5 to 16 must receive a suitable full time education.
- With high attendance your child gets the chance to make friends and learns to get on with others. Communication skills are vital for your child's development.
- Research shows that children and young people with less than 90% attendance, do dramatically less well in public examinations.
- Employers will want to be sure that the people they recruit are reliable. Children and young people who have a poor school attendance record have less chance of getting a job.
- Children and young people who don't come to school regularly will be at risk of not achieving their full potential.
- Parents/Carers of children and young people with poor attendance can be prosecuted. If you are experiencing any difficulties with your child's attendance or punctuality, please don't hesitate to contact school on 01928 572317



St Edward's Catholic Primary

**Attendance
information for
parents/carers**

Attendance

Research shows that good school attendance impacts upon children's success in learning; good attendance helps them to fulfil their potential and gives them a chance of a better future.

Every day that your child is absent from school is an opportunity missed. Schools and parents/carers have a shared responsibility to ensure that children attend school regularly.

Punctuality

Lessons start at 8:50am, therefore children need to be in school before this time. Breakfast club starts at 8am-8:40am. The school gates open at 8:40am and the gates close at 8:50am. At 9:00am the registers will be closed, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of prosecution if the problem persists.

Absences

If your child is absent from school you need to:

- Contact the school on 01928 572317
- Give the reason for absence (if you state your child is 'unwell' this will be unauthorised, we will require the details of your child's illness to authorise the absence).
- If your child is in the amber or red zone, please bring along any appointment cards, prescriptions, details of medical attention or documentation that may allow us to authorise the absence on their return.

Phoning school to say your child is absent does not authorise the absence. School must make that decision based upon the evidence we have.

Traffic Light System

At St. Edward's we work closely with the Education Welfare Team within the Local Authority and we have adopted the local authority procedures for school attendance. These are based on a Traffic Light System.

Attendance above **97%** = **Green (safety zone)**

The government expects attendance to be 97% or above. It's fantastic if your child is in the green.

Attendance between **90 and 96.9%** = **Amber**

This is considered to be the "at risk zone". If your child is in the amber, your child's attendance is below the standard set by the government. As a school, we will look at ways to support you in improving your child's attendance; this may be through

- Monitoring your child's attendance over a 4 week period.
- Discussing your child's attendance with the Local Authority Education Welfare Officer.

Attendance below **90%** = **Red (danger zone)**

If your child's attendance falls below 90% your child's attendance must be referred to the Education Welfare Officer. Your child's attendance will be closely monitored. If there is no improvement in your child's attendance, it could lead to prosecution.

Multiple lates all add to overall attendance figures.

Please be aware that both authorised and unauthorised absences are included in your child's attendance percentage.

COVID-19

What should I do if my child develops COVID-19 symptoms?

If your child develops any symptoms keep them at home as you would with any other illness. There is no legal requirement now for testing and isolation.

Holidays

A week's holiday taken during term time could lead to your child struggling to catch up and falling behind with their work.

In 2013 the Department of Education changed the legislation relating to holidays during term time. This legislation does not give any entitlement to parents/carers to take children on holiday during term time.

A leave of absence request must be completed prior to the absence.

Parents/carers can be fined for taking children on holiday during term time without consent from the school.

If holidays can be taken out of term time, then they should be taken out of term time.