

Why does attendance matter?

It is the aim of Ilchester Community Primary School that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy and Procedures reflect this and recognise that regular attendance has a positive effect on the motivation and attainment of pupils.

Children who attend school regularly are more likely to:

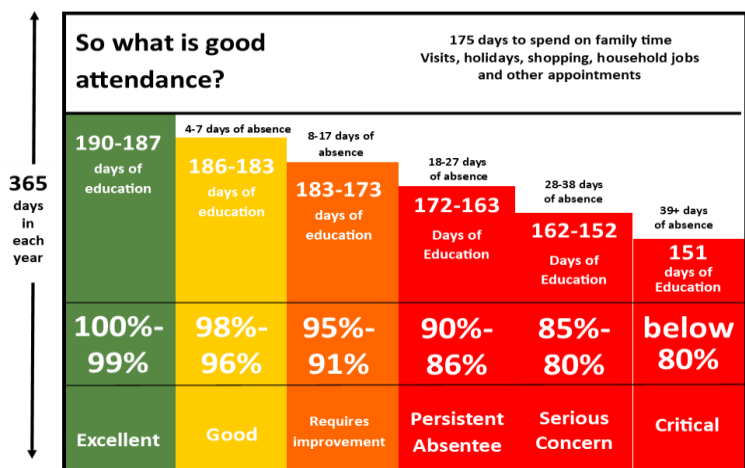
- * Feel settled in school
- * Maintain friendships
- * Keep up with their learning
- * Gain the greatest benefit from their education.

Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

So, what is good attendance?

For example, 90% attendance might sound quite good, but what this means in reality is:

- Half a day's school missed every week
- Four whole weeks of school each year would be missed.
- Over five years it would mean half of a school year missed.



In school, 1 day = 2 sessions. Pupils who have 10 unauthorised sessions of absence (5 days) within 12 weeks of school may be issued with a Warning Penalty Notice or a Penalty Fine.

Absence due to illness

We would not expect any parent to send their child to school if they were genuinely unwell. However, if your child is feeling 'under the weather' it is usually best to bring them to school. We will contact you if a child becomes too unwell to remain in school.

If your child is going to be absent for 5 consecutive days we would request medical evidence to support the absence. Schools may request medical evidence sooner than this if a child's attendance is poor.

When telephoning to inform the school of an illness, please be as specific as possible on the reason for your child's absence, i.e. sickness, temperature. Where generic reasons, i.e. unwell or poorly are given, staff will telephone parents to ascertain a more detailed reason for absence.

Please Note: If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Lateness

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability.

Your child may also feel awkward arriving to the classroom when everyone else is settled and this can also compromise everyone's education.

Term Time Leave

Pupils who are taken out of school during term time may find it hard to catch up and this can have a detrimental effect on their learning.

The law states that parents **do not** have the right to take their children out of school for holidays during term time.

Any request for term time leave must be made in writing to the Headteacher in advance. Requests will not usually be granted. The Headteacher will only authorise term time leave in EXCEPTIONAL circumstances according to DfE guidelines. It is not the school's responsibility to issue work during term time leave as your child should be attending school.

Any unauthorised absence, including term time leave not agreed with the school, could result in a referral to the Education Safeguarding Service.

Education Safeguarding Service

The Local Authority's Education Safeguarding Service works with the school to promote good attendance. Referrals can be made for a penalty notice or other legal sanctions.

The outcome of a referral to the Education Safeguarding Service at the Local Authority may be a Penalty Notice or Prosecution. Penalty Notice fees are £80/£160 for each parent for every child affected.

What Ilchester Community Primary School is doing to support Attendance

All members of staff in our schools understand how important attendance is and encourage a positive ethos regarding attendance for all pupils.

Attendance is monitored regularly with any unexplained absence being investigated by contact with home to ascertain the reason for absence.

If we are unable to ascertain the reason for absence within 5 school days, we will mark the absence as unauthorised.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance parents may be asked to meet with the Headteacher/ Safeguarding Lead to discuss the matter.

It is the responsibility of parents or carers to contact the school as early as possible on the first day of absence.



**ATTENDANCE
AT SCHOOL
IS A PRIORITY**

Guidance for Parents/Carers and Students

Ilchester Community Primary School

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