

## What can you do to help?

- \* Make sure your child attends school every day that they possibly can.
- \* Aim high - 96% attendance is the expected level of attendance.
- \* Arrive to school on time.
- \* Contact the school office daily when your child is absent from school to inform us of the reason for absence
- \* Ask your child about their day and help with any homework and reading.
- \* Please do not take your child on holiday in term time. They will miss out on such a lot of learning.
- \* Please book routine medical, dental and optical appointments after school or during school holidays to prevent your child missing learning.
- \* Come and talk to us—please let a member of staff know if your child is unhappy and is not wanting to come to school. There are lots of things we can do to help.



**MAKE SURE YOUR CHILD IS IN SCHOOL EVERY DAY.**

## Did you know???

### Good attendance— WELL DONE -KEEP IT UP

100% = attending school every day

96% = 8 days missed

### Below the expected level—NEEDS TO IMPROVE

95% = 9 days missed

91% = 18 days missed

### Poor attendance—WORRYING AND MUST IMPROVE

90% = 19 days missed

85% = 28 days missed

80% = 38 days missed

### Lateness

5 minutes late every day means your child will miss 3 days of learning each year.

15 minutes late every day means 2 weeks of learning missed each year

# SCHOOL ATTENDANCE

Information for Parents and Carers

'Where we prepare for tomorrow by achieving today.'



Moat Farm Junior School

## Attendance Matters



## Every Day Counts....

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## Attendance

Setting good attendance patterns from an early age is really important and will help your child throughout their school life.

If your child does not attend school regularly, they may struggle to keep up with school work and will miss out on the social side of school life which is important for their development.



At Moat Farm Junior School we closely monitor all of our pupils' attendance and keep parents and carers informed of their child's attendance. Our Education Welfare Officer (EWO) is available in school to offer support and advice to parents and carers.

## Punctuality

To start the day off well, children should arrive on time for school.

Classroom doors open at 8.30am so children can arrive in school ready for the start of the day at 8.45am.

Arriving late means your child may miss the teacher's introduction to the lesson, miss extra help with learning and may feel embarrassed at entering the classroom late.



## What should I do if my child is absent from school?

Please contact the school office as soon as possible and before 9am to explain why your child will not be attending school. Please provide a daily update if your child is absent for more than one day.



Do try to organize optical, medical and dental check ups out of school hours or at the end of the school day so your child does not miss out on important learning. There may be times when this is not possible but we ask that these are kept to a minimum.

## How is absence recorded ?

Only the head teacher can decide if an absence is authorised—this will depend upon the reason given and your child's overall attendance. Only keep your child off school if they are genuinely too ill to attend.

### Authorised absences may include:-

- Illness;
- Unavoidable medical appointments;
- Other exceptional circumstances (e.g. funerals)

### Unauthorised absences may include:-

- Holiday taken in term time;
- Where a reason for absence is not provided or when the reason provided is not acceptable such as shopping, visiting relatives and for birthdays;
- Arriving late after the close of register (after 9.15am)

## What does the law say about school attendance?

By law, all children of compulsory school age (between 5 and 16 years) must have a suitable, full time education. Parents / carers are responsible for making sure this happens, either by enrolling the child at a school or by making other arrangements which provide a full time education. If a child fails to regularly attend the school where they are on roll and the absence is not authorised by school, the Local Authority may take legal action against parents/ carers which can result in a fine of up to £2,500 and a prison sentence.

## Leave of Absence and holidays in term time

The school year includes 13 weeks when children are on holiday from school. Please do not take your child out of school for holidays —they will miss such a lot of learning and the absence will be recorded as unauthorised.

All requests for leave of absence in term time must be submitted to the school office before taking the leave. The head teacher and EWO will consider the request and contact parents. Penalty notice fines can be issued by the Local Authority for leave that has not been agreed.

## Attendance Incentives

We run a variety of attendance incentive throughout the school year to encourage and reward excellent attendance. These are discussed with children in school and are shared with parents in our weekly newsletter.

