

What should I do if my child is absent?

Ring the school on 01604 407098 before 9.00 am on the first day of absence stating clearly your child's name, class, reason for absence and expected date of return.

What will the school do if my child is absent?

If we have not heard from you we will contact you on the first day of absence using the contact information we have on our records. It is extremely important to keep the school informed of any changes to your emergency contact details.

Who is available to help?

If you have any concerns about your child's attendance, please contact:

- School – 01604 407098
- Education Welfare Officer – 01604 259599
- School Nurse – 01604 678056
- NHS Direct – 0845 4647

Please Remember:-

Morning Registration is at 8.55 am.

Afternoon Registration is at 1.00 pm.

SCHOOL IS COOL. MISS IT...MISS OUT



at

Headlands Primary School

A Guide on School Attendance

For Parents and Carers



Headlands Primary School takes attendance and punctuality very seriously. Improving attendance in school is the joint responsibility of the school, you as a parent and your child.

Children need to attend school regularly to enable them to take full advantage of all the educational opportunities available.

Good attitudes toward attendance that are well established in primary school help to prevent problems later at secondary school.

Pupils who have good attendance:-

- Understand lessons better
- Achieve better results
- Sustain friendships
- Have good self-esteem are more positive/confident
- Get better jobs in the future

Pupils who have unsatisfactory attendance:-

- Find it difficult to keep up in lessons
- Get behind with their work
- Find it difficult to maintain friendship groups
- Have low self-esteem/confidence
- Achieve less

What does 'good' attendance mean?

- 100% attendance is achieved when a pupil arrives on time and attends every lesson every day. At Headlands Primary School we expect all pupils to achieve 95% or above.

What does 'unsatisfactory' attendance mean?

- Attending 90% of the time or less. One half day's absence every week will result in 90% attendance.
- Continual lateness.

Research suggests that 17 days missed from school often equates to one lower level in KS2 SATs.

If your child is absent from school it is the school's responsibility to decide whether or not to authorise that absence.

At Headlands Primary School an absence may only be authorised when:-

- your child is genuinely ill or injured
- your child has an unavoidable medical/dental appointment
- your child is taking part in a day of religious observance
- your child has an external exam eg music or dance
- exceptional family circumstances such as a bereavement

Absence from school will not be authorised for:-

- shopping or days out
- birthdays
- caring for brothers/sisters/ relatives
- minding the house

In all instances, each individual case is considered on its own merit and in relation to the child, family and previous circumstances.

Term Time Leave of Absence: Family holidays should be arranged during half/full term breaks at all times. However, if you wish to request that your child accompany you on a family holiday, a holiday form (**appendix 6**) should be completed and sent into school at the earliest opportunity. The Head teacher may authorise a maximum of ten school days for a family holiday in an academic year.

Please note:

- Holiday absences during early May must be avoided as this has implications on children's statutory and non-statutory tests.
- Avoid taking a holiday in September as this is an important time for your child to settle into their new class.

Any leave of absence is only allowed at the discretion of the Head Teacher, and each request will be looked at on an individual basis with regards to current absence rate. This may mean that a leave of absence could in effect be unauthorised.

Arriving Late

If your child arrives late at school it disrupts the whole class and delays the start of the first lesson. If your child arrives late for any reason you must report to the main office with your child so that your child can be signed in. This is vitally important as should there be a major incident eg fire and your child is marked as 'absent' there is a possibility that we will not look for them.