

## Did you know???

### Excellent Attendance

- 100% = 0 learning hours lost
- 99% = 10 learning hours lost

We aim for excellent attendance!

### Good Attendance - Did you realise?

- 98% Still = 20 learning hours lost
- 97% Still = 30 learning hours lost
- 96% Still = 37.5 learning hours lost

### Cause for concern

- 95% = 47.5 learning hours lost
- 94% = 55 learning hours lost
- 93% = 65 learning hours lost
- 92% = 75 learning hours lost
- 91% = 85 learning hours lost

At this level of absence your child's attendance would be monitored and if it continues at this level, it is likely that we will make a referral to the Missing Education and Child Employment Service for irregular school attendance.

**A pupil will be deemed to be a 'persistent absentee' where their attendance falls below 90%**

## How can you support this partnership?

Being at school is a very **important** part of any child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. As parents or carers it is **your legal responsibility** to make sure that your child makes the most of this opportunity by attending regularly.

### The following Schools and Academies are all working in partnership:

Templars Academy  
Powers Hall Academy  
Chipping Hill Primary School  
Howbridge Infant School  
Howbridge Junior School  
Powers Hall Infant School  
Holy Family Catholic Primary School  
Elm Hall Primary School  
St Andrews Junior School  
Hatfield Peverel Infants School  
Rivenhall C of E Primary School  
New Rickstones Academy  
Maltings Academy

**If you need any further information or support please contact your School or Academy**



## Local Schools & Academies Working in Partnership

# A Parent & Carer's Guide to School Attendance



## Leave of Absence

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

**If the absence is not authorised and the leave of absence is taken, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.**

## Medical Appointments

Non-urgent medical appointments should not be made during the school day. If the appointment needs to be during school hours, please provide the school with appointment cards or hospital letters, so that a copy can be taken for the schools records.

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

By law, schools must record absences and the reason given. You must contact your child's school as soon as possible with a reason for absence. If no reason is recorded your child will receive an unauthorised mark.

## Attendance Procedures

- We do not authorise absences without a good reason.
- We will text or try to telephone you if your child is absent and we have not heard from you.
- We monitor attendance carefully and we will write to you if your child's attendance drops below 95%.
- If attendance problems continue we will ask you to meet with us to discuss the way forward and possibly ask you to provide medical evidence before we will authorise anymore absences.
- If all measures fail to lead to an improvement in attendance, we may refer your child to the Missing Education and Child Employment Service and this may lead to legal action being instigated.

**If you have a concern or there is an issue around attendance, please contact your school. There is advice and support for children and their families.**

## Punctuality

When your child arrives late at school, he/she misses the teacher's instructions and the introduction to the lesson. Your child may also feel embarrassed at having to enter the classroom late. Punctuality is important for children to start the day off well.



## Do you know how much learning children miss out on?

15 Minutes late per day during the academic year = 10.3 days worth of teaching lost in a year!!!



## How can you help?

- Ensure your child arrives in time. Check with the school about opening times.
- Prepare packed lunches, school bags and breakfast items the night before.
- Make sure the alarm clock is set at a reasonable time for getting everyone up and ready.

**If you need support and advice about punctuality issues, please contact your school.**