



# ATTENDANCE MATTERS

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A GUIDE FOR PARENTS AND CARERS





# Why is attending school regularly important for your child?

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Attending school every day will:

- ❖ give your child the best possible start to their learning
- ❖ allow them to experience new and exciting things
- ❖ help them to discover their talents and realise their potential
- ❖ develop their confidence and self esteem
- ❖ provide them with the skills to make and keep friends
- ❖ ensure they are secure in their surroundings



# What is good attendance?

Good attendance means your child coming to school every day, on time, unless there is a genuine and unavoidable reason not to





# Missing School = Missing Out!

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**Being absent from school means your child will miss out on opportunities to learn and develop**

**They will also miss out on spending time with their friends**

**Absence can also leave 'gaps' in your child's learning and understanding of school life**





# Lost Learning

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# School attendance begins at home

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**Children learn from people around them, so it is important that we provide them with positive messages about school**

**Involve your child in shopping for their uniform and equipment.**

**Encourage them to get everything they need ready for school each night**

**At home time, ask them about their day; what was the best part of it? What did they enjoy doing? Did they try something new today?**

**Speak to staff in school if you or your child have any concerns or worries regarding school**



# More ways to help your child attend regularly

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- ❖ if your child has a minor ailment contact school to seek advice as they may still be able to attend
- ❖ avoid arranging trips or holidays during term time
- ❖ establish good morning and bedtime routines
- ❖ arrange medical and dental appointments outside of school hours



# What to do if your child is absent

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**If you are sure that your child needs to be absent from school, we ask that you let us know as soon as possible, and no later than 9:00 a.m.**

**This is really important as staff will worry if we don't hear from you**

**If it is agreed that the absence is necessary this will be recorded on the register as an authorised absence**

**If no reason is provided, or if the reason is not accepted as genuine and unavoidable, the absence will be recorded as unauthorised**





# Authorised and unauthorised absence

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The Department for Education (DfE) states that we should only allow children to be absent from school if they are too poorly to attend, or if there are exceptional circumstances that prevent them from coming to school

In most cases absences caused by the following reasons would not be authorised;

- ❖ visiting family
- ❖ shopping
- ❖ birthdays
- ❖ holidays



# What happens if my child's attendance is low?

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As a parent or carer it is your responsibility to make sure your attends school every day and on time

If your child's records show a lot of absences we will contact you to discuss how we can support you as a family in ensuring regular attendance

This can be via home visits, telephone calls or a meeting in school

Where attendance does not improve we will talk to you about next steps.



# Punctuality matters too!

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**Arriving to school on time is important**

**It provides your child with a chance to greet their friends before the start of school**

**It also allows them to arrive calmly and get settled in their class before learning activities start**

**Being late means they will miss out on important information from their teacher**



# Holidays during term time

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**Head teachers are no longer able to authorise any holidays during term time for pupils, except in exceptional circumstances**

**Permission for leave of absence will only be granted if there are exceptional circumstances and parents have applied for leave in advance**

**We ask that parents do not make any travel arrangements before speaking to school**







We have designated staff in school who are available to support any family who are experiencing difficulties with ensuring regular attendance. Mrs Debney, Deputy Headteacher, is our first contact for attendance.

If you or your child have any concerns regarding school, or if you are facing any issues that you feel may prevent attendance, it is important that you speak to school

