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**ATLAS**  
COMMUNITY PRIMARY  
**SCHOOL**



**Atlas Community Primary  
School**

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# **ATTENDANCE & PUNCTUALITY**

A Guide for Parents & Carers  
September 2019 - July 2020

## WHAT CAN I DO TO IMPROVE ATTENDANCE?

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Here are some of the things that your child can do to ensure that they achieve and maintain good attendance and punctuality:

- Have a regular bedtime
- Limit digital technology use - e.g. gaming, apps etc. and finish one hour before bed.
- Have their own alarm clock.

It might also help if parents:

- Take an interest in school work.
- Work with and support the school.
- Praise their child's efforts.
- Check their child's School Planner regularly.

## WHY IS GOOD ATTENDANCE IMPORTANT?

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- To avoid gaps in learning.

## WHAT IS A 'PERSISTENTLY ABSENT PUPIL'?

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You should not keep your child from school or allow him/her to be absent:

- Your child becomes a 'persistently absent' pupil when their absence falls below 90%.
- Should your child's attendance drop below 90% then we will place your child on a one month attendance monitoring where your child's attendance will be closely watched by the Headteacher and the Attendance Officer.

## WHAT ABSENCES ARE NOT APPROPRIATE?

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You should not keep your child from school or allow him/her to be absent:

- To go shopping or to visit relatives.
- Because they got up late.
- Because they don't want to come to school or you do not feel like accompanying them.
- For family birthdays or to go on family outings.

## WHAT ABOUT HOLIDAY?

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The Department of Education has clear guidance on holidays taken during term time. The Headteacher will not be able to grant any leave of absence during term time, for any purpose unless there are exceptional circumstances. If you decide to take holidays during term time, you will receive a fixed penalty, where each parent will have to pay £60 for each child removed from school. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per parent per child and must be paid within 28 days to avoid potential prosecution.

## WHAT IF ABSENCE IS ESSENTIAL?

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It is important to get a message to school - it is the responsibility of parents to let the school know the reason for their child's absence as soon as possible. Before 8:45am on the first day of absence.

## WHAT ARE PARENTAL RESPONSIBILITIES?

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Parents should ensure their children arrive at school on time every day. If your children are going to be late, we ask parents to telephone school and let us know.

## WHAT IS AN AUTHORISED ABSENCE?

Parents and carers can explain absences but they cannot authorise them. Only the school can decide whether explanations about absences are acceptable and can be authorised.

## WHAT ABOUT ABSENCE FOR DENTAL/MEDICAL TREATMENT?

Your child may have to be absent from school for medical or dental treatment. The school must be informed and where possible appointments should be arranged before/after school. We would also like to see a letter/text message showing the appointment details.

## WHAT HAPPENS IF A PUPIL MISSES TOO MUCH SCHOOL?

If a pupil does not attend every day, this is what happens:

- They will not know how to complete the work set.
- They may feel left out and get left behind.
- He/she loses touch.

## WHAT REWARDS ARE THERE FOR EXCELLENT ATTENDANCE AND EXEMPLARY PUNCTUALITY?

All pupils in school with 100% attendance on their record (for the academic year) are placed in a raffle to have the chance of winning a brand new bike. Regular attendance and punctuality assemblies take place throughout the year.

For every full week attended your child also gets entered into a prize draw where they can win a small prize (e.g. pens, pencils, crayons, books, craft sets)

## REMEMBER

- 7 sessions (3 and a half days) missed in each half term = a persistently absent (PA) pupil.
- Missed lessons = Missed opportunities.

## WHAT HAPPENS IF PUPILS ARE LATE?

- Your child will be at a disadvantage.

- We expect pupils to be in school from at least 8:45am for registration. The cloakroom doors open at 8:30am.
- If your child has 5 or more late marks for morning, they will be put on a late monitoring period for one month.

## HOW GOOD IS YOUR CHILD'S ATTENDANCE?

Attendance for one term	In <u>one term</u> your child will have missed	In <u>a year</u> your child will have missed
90%	1 week 2 days	4 weeks
80%	2 weeks 4 days	8 weeks
70%	4 weeks 1 day	12 weeks
60%	5 weeks 3 days	16 weeks
50%	7 weeks	20 weeks
40%	8 weeks 2 days	24 weeks
30%	9 weeks 1 day	28 weeks

## HOME VISITS

Our Attendance Officer and another member of staff may complete home visits for pupils. These visits can take place for a range of reasons e.g. the pupil is not in school and the parents/carers have not contacted the school to inform them of the reason. This is a procedure that the school has to follow to ensure that all its pupils are safe.