

Reminders

- 1) Poor attendance can seriously affect your child's:
 - attainment in school,
 - relationships with other children and their ability to form lasting friendships,
 - confidence to attempt new work and ability to work with others.
- 2) If your child is not in school you **MUST** contact the school before 9:20am.
- 3) The school will contact you by phone or in person if no reason is provided by you for your child's absence.
- 4) After 9:00am a child will be marked late. Punctuality is important!
- 5) The school may ask you to provide evidence for absence.

What do the percentages mean?

Above 97%	Excellent - Well done! This will help all aspects of their progress and life in school. This will give them a good start in life and support a positive work ethic. To achieve 97% your child needs to have no more than 11 sessions (5.5 days) absence all year. (1 day is 2 sessions - am and pm).
96%-97%	Average - Well done but strive to build on this.
95% - 90%	Poor – Absence is now affecting attainment and progress of your child at school. 96% and below may result in you being contacted by the school or by Attendance Officers. It is worth looking at some statistics:- 90% over 1 school year is 4 weeks of learning lost! 90% over 5 school years is equal to ½ a school year lost! 90% throughout school equals a whole GCSE grade! (DfE)
Below 90%	Unacceptable – Absence IS causing a SERIOUS CONCERN , it is affecting attainment and progress and is disrupting your child's learning. The local authority class a child with this attendance as being a Persistent Absentee .

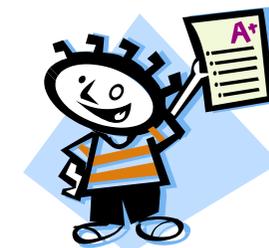
If you have any questions or comments about the information in this leaflet please contact Dr Brewin (Deputy Head Teacher) or Miss Notice (Family Support Worker).

Rounds Green Primary School



Attendance Matters

A parent's guide to the Attendance Policy.



Arriving at school on time

Arriving at school on time every day is important for children and parents. Being punctual and ready to learn are basic skills that we try to develop in school to equip children for working life.

When your child is late they are rushing and get off to a bad start in lessons, as they take time to settle. It disrupts the teacher and the class, who have started working. Your child may also miss assembly and important information or instructions, so they may struggle during the rest of the day.



What is 'late'?

The playground gates are open from **8:30am** and school doors open at **8:45am** when the register opens. The teachers and support staff are in the classroom from that time to receive the children.

The register is taken at **8:55am** and your child should be in class ready to start the day. If they are not in class for registration then at **9:00am** they are classed as late before close of register and given an 'L' mark. *N.B. a child on site but not in class is still considered late.*

If your child is late you will need to report to the school office who record the time and will ask for a reason to be given, which is also recorded. A child who arrives after **9:15am** will be classed as 'late after close of register'. This will count as an unauthorised absence.

The school monitors late attendance closely and if a child is frequently late school may contact the parents and invite them in to discuss the situation. In some cases if punctuality remains poor the school may also remove the 'L' code privilege and code any child arriving late as an unauthorised absence.



What should I do if my child is poorly?

If your child is poorly, please telephone the school absence line (0121 552 1910 Option 1) before **9:20am** on the first day of absence, stating the reason and for how long you think your child will be absent.

This would be an **authorised absence** as you will have informed us of a legitimate reason. It is worth noting that authorising an absence is at the discretion of the Head Teacher.

If you do not contact the school you **will** be contacted by phone at approx **9:30am** to ask you to provide a reason. **If the school cannot make contact with you then you may receive a home visit to ascertain that your child is safe. As a parent or carer you must provide a reason for absence.**

If your child's attendance is **below 97%** you may be asked to provide evidence e.g. a prescription, appointment letter, doctors note before an authorised absence will be given. The burden of proof of a child's illness lies with the parent or carer, and in the case where attendance is below the schools target then the Head Teacher can ask that proof is provided before accepting an absence; verbal confirmation is not proof.



Other reasons to be away from school

As a school we will not authorise holidays in term time.

Children who are away for one or two weeks, particularly in September, miss out on the settling back into school period and valuable introductions to units of learning. Consequently, they get anxious in class and find it difficult to catch up with the other children.

The Government have decided that absences will not be authorised by the school other than if the Head Teacher feels the absence is an **'exceptional circumstance'**. This means that absence will be **'authorised'**; it will still count against your child's attendance.

Guidelines for absence can be found in the school's attendance policy or on-line through the Sandwell website.

The school will monitor your child's attendance and will send information to you in letters or invite you in to discuss it in person. Ultimately, the school will refer to the Attendance and Prosecution Service for support, which may lead to a fixed penalty fine being issued.

