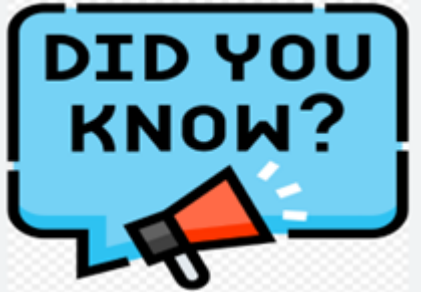




# Attendance at South View Community Primary

Information for  
Parents and Carers

# Why Does Good Attendance Matter?



- ▶ If your child attends school every day, they have the potential to achieve their best, educationally and socially.
- ▶ 10 days off per year = 94.7%
- ▶ Whilst 90% attendance might sound good ...
  - ▶ 90% = ½ day off each week per year
  - ▶ 90% = 1 month off school per year
  - ▶ 90% = 1 whole school year in career... reducing continuity of education

## 'Unauthorised Absence'

An unauthorised absence, is recorded where no acceptable reason is given, only the school can authorise an absence. Significant unauthorised absence percentages can result in a fixed penalty notice being issued.

Also, some secondary schools do look at attendance levels when offering places on appeal, in particular, the rates of 'unauthorised absence'.

# Impact of Lateness and Poor Attendance



The playground gates open at 8:40am and your child is expected to enter school no later than 8:55am, when registration takes place.

- ▶ 5 minutes late a day = 3 days lost per year
- ▶ 10 minutes late a day = 6 days lost per year
- ▶ 15 minutes late a day = 10 days lost per year
- ▶ 30 minutes late a day = 19 days lost per year

## The Impact of being late or absent regularly

Children do not like being late or absent from school! It can affect them in many ways —

- Nervous or embarrassed coming into class and not being sure what is happening.
- Issues with friendships.
- Lower academic attainment.
- Disrupting the learning of others.
- Missing out on social /fun activities.
- Missing out on understanding new routines (particularly when missing the first days in September).

# Legal Information and Government Guidance



## What the law says ...

As a parent, ensuring your child's regular attendance at school is **your legal responsibility** and permitting absence from school without **good reason** is an offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.

## What the government says ...

New government guidelines state that attendance figures of **90%** or less is classed as '**persistent absence**'.

The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year.

At South View Primary, we will notify you in writing if we feel that attendance should be improved to prevent further action being taken. This may involve working with Lincolnshire County Council's Education Welfare Service.



## Illness Guidance ...

Being ill may prevent your child from coming to school, but, if they can get out of bed and play or enjoy TV, they should be in school. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.



Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

If your child's attendance falls below 90% due to illness, we will ask that you provide a doctor's certificate to verify absences. If this is not provided, they will be classed as unauthorised.

## Leave of absence ...

The Department for Education made changes regarding leave of absence during term time.

Leave of absence is not permitted during term time unless there are 'exceptional circumstances'.

Taking a leave of absence without prior discussion or consent will result in an unauthorised absence.

Family holidays are not considered as 'exceptional circumstances'.



# Summary of School Attendance Policy



- ▶ At South View, we expect children to attend school every day, as long as they are fit and healthy enough to do so.
- ▶ If your child is not well enough to attend school we expect a **parent** ( or someone with parental responsibility) to contact the school office by 8:30am, giving a specific reason for the absence.
- ▶ You need to contact the school on a **daily basis** during your child's absence.

Phone **01733 210361**

Press 1 to report your child's absence.

Please give your child's full name and reason for their absence.

Call on each and every day of the absence (before 8:30 am).