

# The Abbey Primary School

## Attendance



School Hours: 8.40am—3.00pm

Please inform the school on the first day of absence before 9.00am

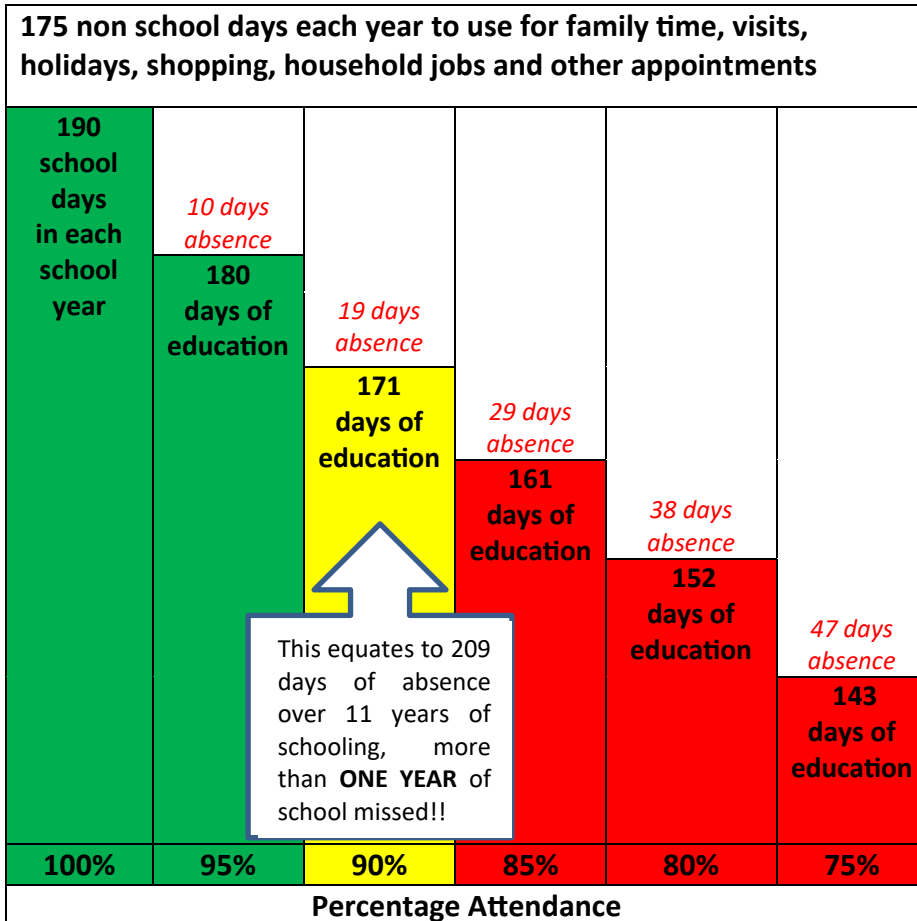
Please state your child's name, class teacher

**AND CLEAR REASON FOR ABSENCE:**

"will not be in" is not a reason!

**Please call 01604 660100**

**(24hr answer machine)**



GOOD	WORRYING	SERIOUS CONCERN
Best chance to succeed and to celebrate success.	Less chance of celebrating success.  Makes it harder to make progress.	Celebrating success very difficult.  Possible <b>COURT ACTION</b>

## Why good attendance matters?

Those whose attendance is good:

- Understand lessons better,
- Achieve better results,
- Sustain friendships,
- Are socially and emotionally balanced.

## What does “good” attendance mean?

- 100% attendance is when a student arrives on time and attends every lesson every day.
- 95% attendance– is the National average.

## What does “unsatisfactory” attendance mean?

- Attending less than 90% of the time.
- Continual lateness to school.

## When can I keep my child away from school?

Acceptable authorised absence can only be given for the following circumstances:

- Genuine illness
- A family crisis (i.e. family bereavement)
- Religious observance

## What is not accepted as absence?

- Shopping
- Oversleeping
- Having a birthday
- Looking after other family members
- Staying at home for deliveries/workmen

## What about holidays?

From the 1<sup>st</sup> September 2013, **the DFE stated there was NO entitlement to parents to take their child on holiday during term time.** Any application for leave must only be in exceptional circumstances and Head teachers

would not be expected to class any term time holiday as exceptional. The Abbey Primary School **will not** authorise any holidays in term time. Parents can be fined by the Local Authority and the initial Fixed Penalty Notice of £60.00 will be issued to each parent for each child (i.e. two parent family, two children = £240.00).

## The school office must be informed of any absence before 9.00am on the day of absence.

The school telephone line has an answer phone system where you can leave a message before the school day starts. Please note that the school answer machine does not accept text messages. Please state clearly a specific reason for your child’s absence.

## School Response

If you have not contacted us we will be in touch with you by phone or letter. If we still have no reason for absence, your child’s attendance will be closely monitored. If problems persist, a parenting contract may be issued and a possible referral to the Educational and Inclusion Partnership Team (EIP).

## Lateness

It is just as important to arrive on time at school as it is to attend regularly. Children who miss the start of a school day will miss vital information on the day’s lessons and can also cause disruption to the class. This could also have a detrimental effect on your child socially and emotionally. The school day starts at 8.40am. Parents should be aware that lateness (if after 9.15am) will be marked as a U code which is the same as a morning absence.

## Medical Appointments

We do appreciate that not all medical appointments are able to be made out of school hours. Please try to keep these to a minimum and inform the office if your child has a medical appointment and will therefore be late, or if they will need to be collected during the school day.