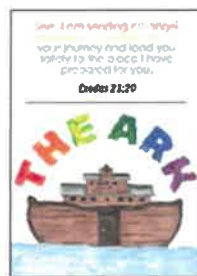


# Attendance and Punctuality

## Advice for Parents/Carers



**St Michael's CE (A) Primary School  
and  
The Ark**

**Telephone: 01902 558845**

### The Facts

- If your child is aged between 5 and 16, parents/carers have a duty to ensure that they attend school regularly and punctually.
- If a child of compulsory school age is registered at a school and fails to attend regularly, his/her parent may be guilty of an offence (section 444 of the Education Act 1996).
- Although there will be times when children are genuinely ill, many absences can be avoided such as a minor colds or coughs and ailments which are non-contagious, accompanying a family member to an appointment or general optical or dental appointments.
- Absence is tracked very closely at St Michael's by both the School Attendance Officer and Education Welfare Officer. The table below shows how quickly days lost in school affect a child's attendance

Attendance Rate	Days Absent in School Year	Weeks Absent in School Year
100%	0	0
95%	10	2
90%	20	4
85%	30	6
80%	40	8

- St Michael's has an attendance target of 96.5% for all children in school.
- If a child's attendance is 90% or less they are deemed as Persistent Absentees and schools have a duty to pass this information on to the Local Authority.

### Why is it important to attend school every day?

- There is an unquestionable link between good attendance and pupil achievement. Punctuality and regular attendance is of the utmost importance in helping your child to make the most of their time in school.
- Absence from school is the greatest cause of poor academic attendance. Learning is progressive, children who miss school on a regular basis miss carefully planned learning and often lessons build on the previous day's learning. It is very easy to fall behind with work, but very hard to catch up.
- Regular school attendance encourages the development of social and emotional skills that are essential for life.
- Good school attendance supports children to feel confident and happy about school and learning.
- Absenteeism and lateness can be detrimental to all children in the class. Pupils who are absent or late require more of the teacher's time and attention, which can in some instances take away from others in the class.
- One day missed in school is equal to as many as three days of catch up for a child to learn all the missed information and skills.
- Persistent non-attenders (attendance lower than 90%) on average score 15-20% lower on assessments than pupils who attend school regularly.

## Punctuality

- As a parent you have a legal responsibility to ensure that your child attends school regularly and arrives at school on time.
- The law states that children should arrive at school on time, everyday and schools are legally required to take a register of pupils first thing in the morning and during the afternoon to monitor this.
- St Michael's school day begins at 8.50am and the school gates are opened from 8.40am. If your child arrives after 8.50am, the gates will be closed and it is **YOUR** responsibility to sign your child in at the school office. Your child should not be signing themselves in.
- School registers remain open for 30 minutes and close at 9.20am. If your child is late but the register is still open they will be recorded as 'late'. If your child arrives into school after the registers close they will receive an unauthorised absence mark which will affect their overall attendance.
- Poor punctuality is unacceptable and persistent lateness is monitored by both the School's Attendance Officer and Education Welfare Officer.

**5 minutes late each day =  
more than 3 school days missed  
10 minutes late each day =  
almost 7 days of school missed**

## School's Responsibilities

- To work with parents to encourage regular attendance and punctuality of their child.
- Monitor rigorously the attendance of individuals, groups and classes.
- School will regularly promote and celebrate good attendance with prizes, attendance badges, class prizes and extra playtimes. The school website is updated with weekly class attendance and regular attendance updates are sent out via school newsletters.
- Make contact with parents/carers if their child is off school and no reason for the absence has been received by 9.30am. If contact cannot be made and there is a safeguarding concern or we are not satisfied with the reason given for the absence, home visits will be conducted by either school or the Education Welfare Officer on the 1st day of absence. If there is no safeguarding concern and a child fails to attend school for a 2nd day without reason then a home visit will be conducted.
- Children with poor attendance and lateness will be monitored on the school's Attendance Focus Group and followed up by the school's Education Welfare Officer. If your child is put on the Focus Group, you will be notified by letter and weekly attendance updates will be sent home. In some cases poor attendance can lead to an official warning or even prosecution and fines.
- Poor attendance records are transferred to senior schools.

## How Can Parents Help?

- Make sure that your child attends school on time, every day.
- Discuss the importance of attendance and punctuality with your child.
- On the first day of absence, contact the school office before 9.30am to explain the reason for your child's absence.
- Respond promptly to any requests for information regarding absence.
- Make sure that you only keep your child at home when they are genuinely too ill to attend school and not for minor ailments such as coughs and colds.
- Make routine appointments outside of school time wherever possible (appointment cards/letters should be brought into school).
- Do **NOT** take your child out of school for family holidays. Family holidays will **NOT** be authorised and will be referred to the Education Welfare Officer. Taking your child out of school for a holiday can lead to a penalty notice being issued by the Local Authority.
- Make sure that you leave home in plenty of time so that your child **DOES NOT** arrive late into school.
- Above all else, be proud of your child's achievements and support us in our efforts to raise standards through good attendance.