

# Warren Primary Academy Attendance Matters



Target is 97%

Did you know that children should routinely have 97% attendance for their school year? This means that they would have to come to school on at least **184 days** during the school year. Many of our children achieve 96 – 100% which is excellent!

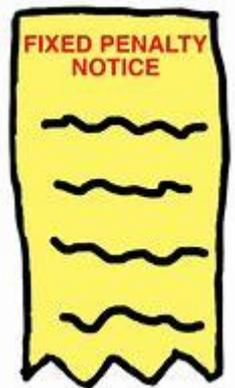
Warren Primary Academy are committed to reducing absence from school so we expect every pupil to maintain an attendance level that is 97% or above.

The Department of Education class persistent absence at 90% and below.

What does this mean? Any child whose attendance is 90% or lower, **at any point in the year** will be classed as being persistently absent.

If your child is persistently absent **or persistently late**, they could be referred to the Local Authority's Education Welfare team and both parents/legal guardians may be at risk of a penalty notice or prosecution.

Penalty Notices set are between £60 and £120 per referral. Any legal proceedings would relate to section 444(1) or 444(1A) of the Education Act 1996.



## Why does attendance matter?

If your child attends school for less than **95%**, it has been proven that their education will be significantly affected.

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later in life and the working world. Warren Primary Academy is a fantastic school offering your child many exciting opportunities and experiences to enhance their learning – it will also give your child the opportunity to:

1. Make lots of friends and feel included.
2. Learn and develop many skills
3. Increase self-confidence and self esteem
4. Improve social skills
5. Achieve their potential and fulfil their aspirations

If you would like to talk to the family support worker Marcia Neat about any attendance issues you may contact me on the school number 0115 9153760. You can also ask for the Head Teacher, Mr Tibble or speak to your class teacher.

## Reasons absences may be referred to the Education Welfare Team:

### **Holiday**

#### **Forgetting School Dates**

#### **Oversleeping**

#### **A family member being ill.**

Medical appointments should preferably be made after school hours or in school holidays, however we understand this cannot always happen. If your child has an appointment during a school day they must still attend school before or after the appointment, they should not miss a whole school day.

**School will only authorise the time for the appointment and travel time.**

**Remember we will support you in any way we can to help your child attend school regularly and on time!**

### Holidays

Leave of absences shall not be granted in term time unless there are exceptional circumstances, irrespective of the child's overall attendance.

Only the Head Teacher may authorise a holiday request and all applications for a leave of absence. An emergency leave of absence request must be made in writing, on a leave of absence form provided by the school office.

Where a parent takes a leave of absence, either when the application was refused or takes a leave of absence where no application was made, school will request a penalty notice to be issued by the Local Authority. The penalty notice will be issued to each parent of each child.

If your child is absent from school because they are ill you must:

- Phone the school office by 8.15 am to tell them why they are away or send a text.
- Provide medical evidence if you have been to the doctor (appointment card or show the prescription at the school office).
- School Phone number: 0115 9153760
- If your child is away and you haven't informed us, we will contact you immediately and may come out to visit you at home.

If we haven't heard from you by 9.15 am, our procedures are:

- **At 9.15, we will send a text to you asking why your child isn't in school.**
- **At 9.35, if we still haven't had a reply we will send another text and/or make a phone call.**
- **Before mid-day, we will inform the Head-Teacher and make a home visit.**
- **If we can't get an answer at the property, we contact the police and ask for a safe and well check to be carried out.**

**Please note: These procedures are for the safety of your child!**

## Lateness

Every minute really does count!

School mornings can be hectic but when your child is late for school this means they are losing vital parts of their education. Being as little as five minutes late each day is the equivalent of missing three full days of school in one year.

Being in school on time

- Is a positive and calm start to the day
- Helps your child get the most from their education
- Establishes routine and helps your child get into good patterns for the future.
- Helps your child maintain relationships

How can you help?

- Encourage your child to prepare for school the night before by getting their uniform and school bag ready.
- Agree a time with your child and help them set their alarm clock to make sure they get up in plenty of time for school.

**All classroom doors will be open from 8.40, your child should be in by 8.50 at the latest. At 8.50 doors will be closed; they will have to come into school through main reception**

