



Improving School Attendance



If you have any questions or concerns with regards to attendance or leave during term time please contact Miss Thompson– Family Engagement and Attendance Manager

At Ighitenhill Primary School we expect children to attend school every day, as long as they are fit and healthy enough to do so. We feel that the most important way to promote good attendance is to ensure that both pupils and parents have a positive relationship with school.

Research shows that pupils who attend school regularly are more likely to do well in the future. Regular attendance helps children to develop their confidence and to make and keep lasting friendships.

WHAT IS 'GOOD' ATTENDANCE?

Anything less than 100% attendance means that your child is missing out on their education.

For example, 90% attendance is the same as missing half a day each week, or one whole month a year off school.

Punctuality is also very important. School begins at 9.00 am each morning. Doors are opened from 8.50 am.

Did you know, that being just 15 minutes late each morning means your child would miss the equivalent of 10 days from school each year.

LOW ATTENDANCE

If the attendance of a pupil is low, the parents will be contacted and asked to meet with Miss Thompson to see how this can be improved. If concerns persist we may consider a referral to the Local Authority Pupil Attendance Support Team. The use of Penalty Notices may also be considered.

LEAVE IN TERM TIME

Leave in term time is not a 'right'. Absence from school can have a serious impact on your child's education. All requests for leave in term time must be made in advance of confirming any arrangements and may be granted at the Headteacher's discretion dependant on the circumstances.

Government legislation states that Headteachers cannot authorise leave of absence and holidays during term time unless there are exceptional circumstances. Where exceptional circumstances are stated, evidence of these will be expected.

Unauthorised absences are liable for a Fixed Penalty Notice issued by LCC of £60.00 per pupil, per parent . If this is not paid within 21 days this will increase to £120. The fines are collected by LCC. School does not receive this money.

Leave of absence request forms can be obtained at the school office.

IF YOUR CHILD IS ABSENT

If you know your child is going to be absent from school, you should:

- Ring school at the earliest opportunity to report the absence, stating the reason why your child will not be attending school. It is not sufficient to simply state 'ill' or 'unwell'.
- If your child has a medical appointment please bring the appointment card/letter to the office to be copied.
- If school are not made aware of your child's absence a call will be made to parents/carers to ascertain the reason for the absence.

REWARDS FOR GOOD ATTENDANCE

To encourage punctuality and attendance children will receive rewards and certificates. Those with 100% attendance are entered into a draw to win vouchers.

Parents will receive 'traffic light' letters each term keeping you informed of your child's attendance %.

