

Langenhoe Community Primary School

A Guide to Attendance, Punctuality & Parental Responsibilities



Hopefully, we all agree that we want the best opportunities for our children. To do that, we need to give them the best start we can but it is parents' responsibility to make the right choices and this includes children's attendance. **Failure to ensure your child's regular school attendance could result in prosecution by the Local Authority in the Magistrates Court under Section 444 of the 1996 Education Act.**

The DfE expects pupils to have above 96% attendance and research shows that children who attend school for 96% or more of the school year are more likely to achieve their expected goals (eg SATs/GCSEs) than those who don't. Attendance below 96% is therefore a cause for concern so your child's attendance will be closely monitored if it is less than this. Should it fall below 90%, they will be considered to be a persistent absentee by the government and you may be required to attend a meeting with the Headteacher and Local Authority Attendance Specialist to discuss the matter.

If your child has **10 consecutive unauthorised absences, (i.e. 5 days)** or 10 unauthorised absences within a 10 week period, the Local Authority may issue a penalty notice to each parent of £80 for each child to be paid within 21 days. If the penalty is not paid within the time scale, the penalty will increase to £160. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against you in the magistrate's court for failing to ensure your child attends school regularly. Parents should note that you may also be referred for a penalty notice if your child misses **6 sessions (i.e. 3 days)** or more within the **first 2 weeks of September**.

NB: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court.

For these reasons, we very much hope parents will fully support their child's learning by encouraging regular attendance.



One day won't hurt...

One day may not seem to matter, but those odd days soon add up and make a huge difference. Missing one day can lead to children missing a chunk of learning that builds over the week causing them to fall behind as they do not understand the next step or cannot see the links. That can affect not only the learning of that week but can also affect a child's confidence and self-belief. Friendships can also move on leaving low self-esteem.

What are acceptable reasons for absence?

- **Illness:** Where the child is medically unfit for school eg vomiting, diarrhoea, severe headaches, high temperature etc. If your child's condition can be treated with Calpol or Ibuprofen and they are well enough to travel, play in the garden or on a computer, then they are able to come to school. We may ask for medical evidence (ie prescription note or appointment confirmation etc) for any absence over 5 days in order to authorise the absence.
- **Emergency dental or medical appointments that cannot be rearranged:** Evidence of medical appointments may be requested.
- **Bereavement:** All children act differently to bereavement and the length of absence is dependent on the circumstances. If your child is expected to attend a funeral a maximum of 2 days may be authorised at the Headteacher's discretion.
- **Religious Observance:** This will only be authorised if the day of observance is a recognised one and the religion matches the religion we hold for your child on our records.
- **Academic Examinations**





What are unacceptable/unauthorised reasons for absence?

- No contact from families to explain the absence
- Days off because a sibling has a non-pupil day at their school
- Birthdays, day trips, overnight stays or visits to family members
- Extended holidays either abroad or within the UK unless there is clear proof that pupils were unable to return (ie evidence of airline flight rescheduling or car breakdown etc)
- Minor illnesses that can be treated with Calpol or Ibuprofen (eg sore throat, toothache, ear ache, mild headache)
- Fatigue due to lack of sleep (unless there is a valid reason)
- Late drop-offs or early pick-ups so that parents can go to work or pick up other siblings or take pupils to childminders or activity clubs
- Child not wanting to come to school

What is an unauthorised absence/late mark?

- If your child does not attend school and you do not contact us to say why on each day, the absence will be unauthorised
- If your child is off all day (both morning and afternoon sessions) without a valid reason, this is **2** unauthorised absences
- If your child arrives at school in the morning or afternoon 25 minutes after the register closes, they will be marked as unauthorised late (U). This is deemed by the DfE as an unauthorised absence for that session.
- If your child is persistently absent and has no medically confirmed condition that would render them unfit for school, we may unauthorise any absences.

CONSEQUENCES OF GAINING UNAUTHORISED ABSENCES



Langenhoe Community Primary School

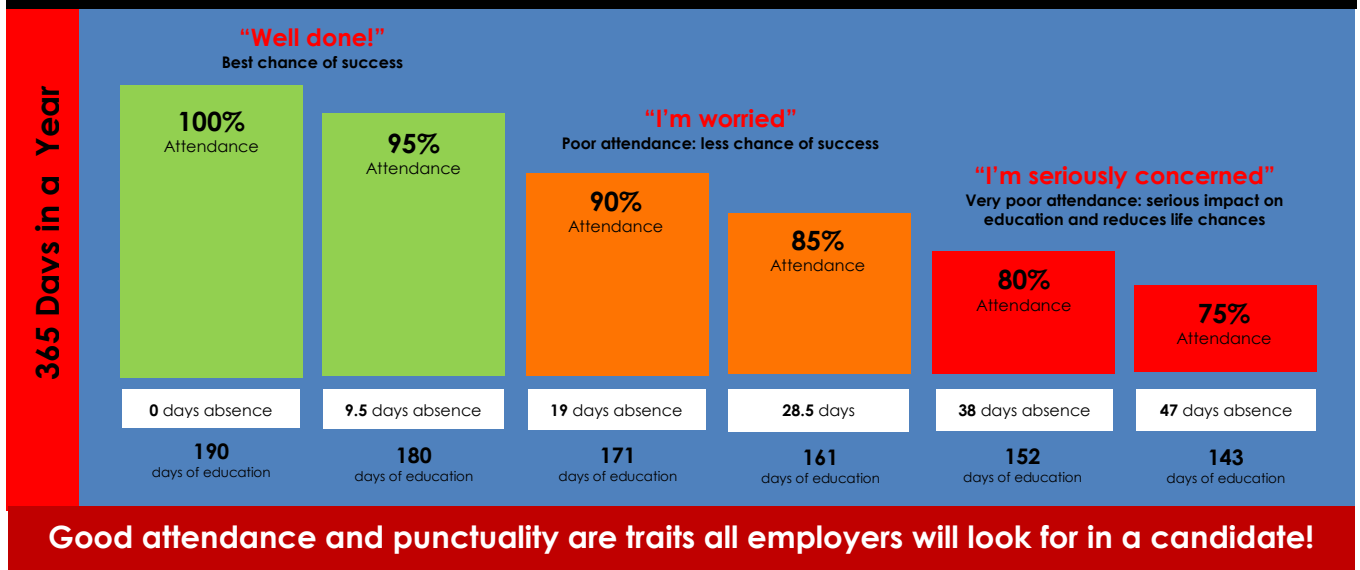
A Guide to Attendance, Punctuality & Parental Responsibilities



FACT!

Children and families have **175** days in the year when they are not at school. This is plenty of time to go on trips, visit family and friends and book appointments such as dental check-ups.

175 Days not in school



Can we take holidays during term time or go to visit our families or take time away from school for family events?



The simple answer is:

NO!

All absence for holidays and family visits will be unauthorised except under very exceptional circumstances.





PUNCTUALITY

Punctuality is key to starting each day well

Being punctual shows respect for others. Learning starts from the moment children enter the school and once the register is taken, lessons begin.

If children arrive late, they may feel awkward as others are already settled. They may have missed important announcements about the day or key information that helps them get ready, meaning they are behind before they even start. It causes unnecessary stress and can cause pupils to become emotional and not feel like part of the class.



Being late is also disruptive for the teacher as they are forced to repeat instructions or need to help settle pupils, taking time away from other pupils who are already settle and have started the learning process.

Arriving 5 minutes late every day may not seem a big deal but over a year this becomes 15 hours of lost learning time.

Langenhoe pupils go straight into core lessons immediately after registration so important learning time can be lost.

In line with our policy, if your child arrives after **9.20am**, they will be marked with a **U** late mark which equates to an **unauthorised absence**.

Have a Routine	Travel Plan
Make sure everything is ready the night before and that you get up at a time that gives you enough time to get up and organised.	You are less likely to be late if you don't have to rely on transport to bring you to school. Make sure you give yourself time and check traffic reports. If you live outside our catchment area but have chosen a place for your child at Langenhoe, allowances cannot be made for lateness due to traffic as the rules of attendance and punctuality still apply.

Langenhoe Community Primary School

A Guide to Attendance, Punctuality & Parental Responsibilities



**ABSENCE =
Lost Opportunity**

ABSENCE



Did you know...?

If your child's attendance during the school year is...	...your child will lose approximately...	...or they will miss approx
95%	9 days from school	50 lessons
90%	19 days from school	100 lessons
85%	29 days from school	150 lessons
80%	38 days from school	200 lessons
75%	48 days from school	250 lessons

Getting your child to school really matters!

**Getting your child to
school REALLY matters**

WAKE up!



Did you know...?

In a school year, if your child is late every day by...	...your child will lose approximately...	...or they will miss approx
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

Please encourage punctuality to maintain good attendance

**Getting your
child to school &
reporting
absence is YOUR
responsibility!**

It is your responsibility as a parent to get your child to school **ON TIME, EVERY DAY!**

You must inform the school via **EMAIL** on every day of any absence even if you initially report the absence via telephone

If you are more than a total of 1 hour late on several occasions, you may be invited to attend a meeting to discuss your child's punctuality