

FOR MORE INFORMATION:

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PARKSIDE PRIMARY ACADEMY

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**PARKSIDE PRIMARY
ACADEMY**

SCHOOL ATTENDANCE



**Information for Parents
and Carers**

Why Does Attendance Matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good routines for later life and the working world, as well as giving your child the opportunity to:

- Make lots of friends and feel included;
- Learn new things and develop many skills;
- Increase confidence and self-esteem;
- Improve social skills;
- Achieve potential and aspirations.

Promoting Good Attendance

We at Parkside strive to improve and maintain high levels of attendance and punctuality through using incentives and rewards for children. These include:

- Weekly Rewards Assemblies where we celebrate the class with the highest attendance and punctuality and recognize children with 100% attendance and punctuality for the week.
- Termly Rewards for pupils with 100% attendance and punctuality for a school term.
- Prizes for 100% attendance and punctuality for a year.

The school's attendance target is 96.5% and the total number of days at school each year is only 190 - losing even a few of these can have an effect on your child's education.

96.5% - 100% - your child is on target.

90% — 96.4% - attendance needs improvement.

Under 90% - Attendance needs immediate attention and may be referred to other agencies.

When Your Child is Absent

By law, school must record absences and the reasons given.

Only the Headteacher can officially authorise an absence but unless there is a concern, the staff will usually do this on her behalf.

Parents should provide reasons for absences and the school must decide whether or not they justify authorisation according to Government Guidelines.

Authorised Absences:

- Genuine illness of the pupil;
- Hospital/dental appointment for the pupil;
- Death of a near relative;
- Religious observance (faith of the parents/carers).

Unauthorised Absences

- A shopping trip;
- A birthday treat;
- Oversleeping due to a late night;
- Treating head lice;
- Staying in for deliveries.

Whenever a child is absent from school the parent MUST:

- Contact the school as soon as possible on the first day of absence. If no notification is received the school will contact the parent to ascertain the reason;
- Where possible, let the school know of any planned absences, e.g. hospital appointments.
- Where possible, make medical / dental appointments out of school hours.

NB When 'Parent' is referred to in this leaflet, we are referring to Parents and Carers.

Arriving Late

When a child arrives late to school it can be very disruptive to your child, the teacher and other children in the class. If your child arrives late to school, they will be marked as 'late' on the register. If your child arrives very late, the child will be marked as 'unauthorised late'. This is the same as an unauthorised absence.

Please remember:

Children should be at school ready to go into the classroom at 8.40am. If you are late, **please accompany your child to the school office** where parents are requested to sign the late book. Please do not let your child come into school late without a responsible adult.

Term Time Holiday

Family holidays should take place during the school holiday dates. The Headteacher cannot grant any leave of absence during term time for holidays. A Fixed Penalty Notice may be issued for unauthorised absence from school due to holidays.

Absence and the Law

As a parent you are committing an offence if you fail to make sure that your child attends school regularly. The details of Parents with children who have unauthorised absence (including those who have taken an unauthorised holiday) will be passed to the school's Education Welfare Officer, who could consider issuing a Penalty Notice or starting legal action.