

Weeton St Michael's Primary School

Addressing School Absence

Introduction

Our attendance rate is currently 96.2% , compared with Lancashire's target which is 96%. Schools are measured on their attendance figures as well as their attainment and test results. So when we do not achieve certain percentages the attendance consultants, DfE and OfSTED expect to see improvements. Please take the time to read the following information and help us to continue to improve.

We have two main areas that we need to improve:

Firstly we need to reduce the number of days that children take off for illness as this is way above national averages.

Secondly we need to be much stricter about taking leave in term time, in line with the new legislation.

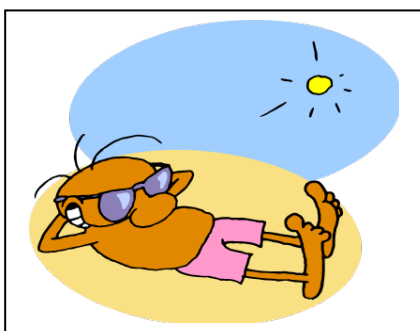
Reducing Illness Days



- When a child has a day off we must be notified by a parent or carer as to why. This can be a note or a telephone call. A child returning to school after an absence will be marked as unauthorised absence until we receive a valid explanation.
- If your child is saying they do not feel well and you are unsure about whether it warrants a day off please send them to school. If they are truly ill we will ring you.
- If your child has to have a medical or dental appointment in

school time please do your best to have it after 2pm and then your child can have their registration mark for the afternoon before you pick them up. If it needs to be a morning appointment please try and bring them to school first to get their mark and then return them to school afterwards.

- Please be aware that if your child arrives **after 9.15am** (when the registers close) this will be marked as an unauthorised absence.



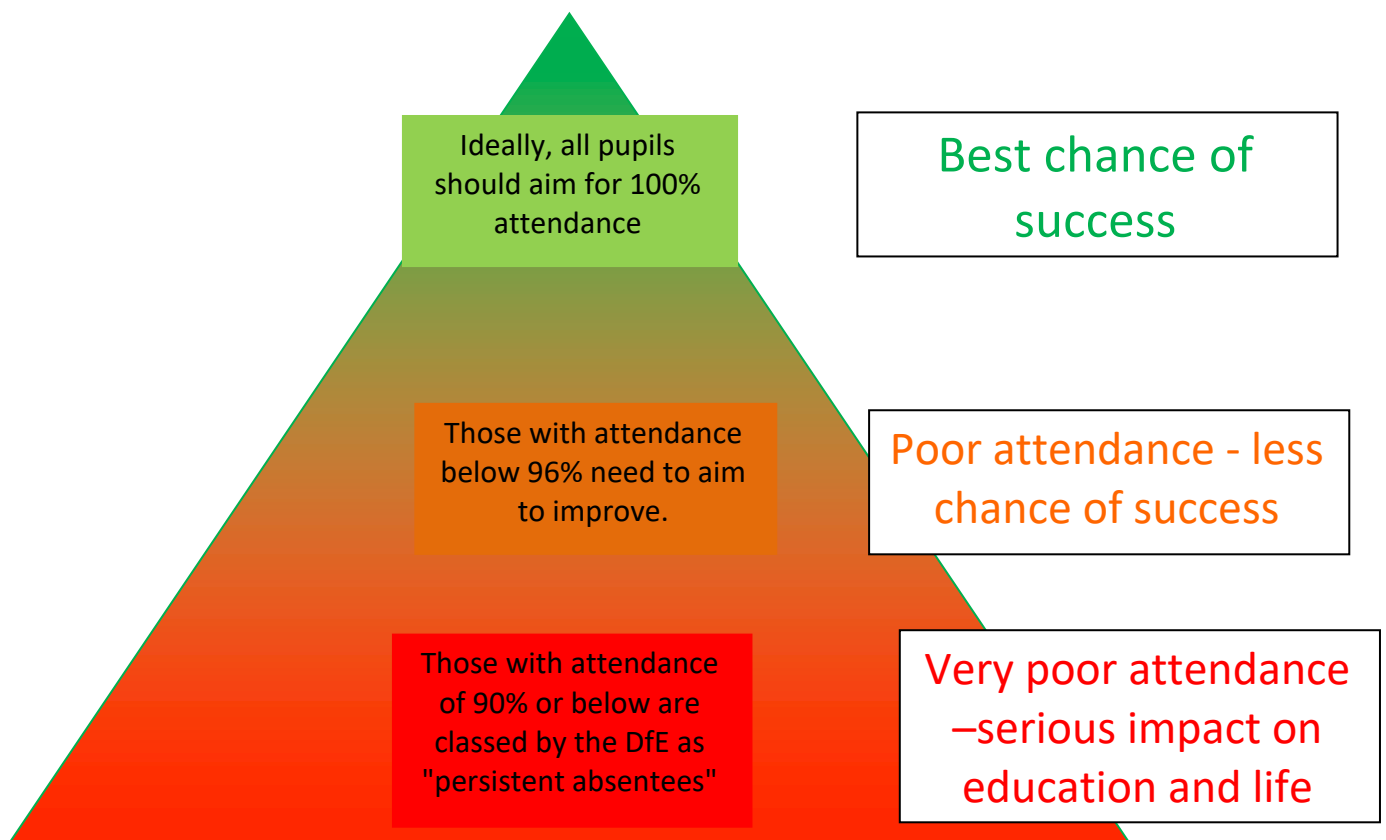
'Leave' in school time

- If you need to request 'leave' in term time there has to be exceptional reasons as to why the leave needs to be taken then. I will not be able to grant permission if the reason is cost as it is the same for everyone. Please do not book a holiday and then ask permission.
- Also, your child's attendance figure needs to be over 95% if granting of leave is to be considered.

THERE ARE ONLY 190 SCHOOL DAYS EACH YEAR, THAT MEANS 175 DAYS NOT AT SCHOOL FOR SHOPPING AND HOLIDAYS

What is school doing?

- Promoting good attendance
- Sending 'traffic light letters' to all parents termly
- Support for individual, targeted families
- Message and call parents first thing when child absent without notification
- Half termly scrutiny of all absences
- Tightening up on authorising leave in term time



Did you know that being 15 minutes late each day is the same as missing two weeks of school during an academic year?

Even just being five minutes late adds up to three days absence over the year.