



Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881

Email: office@totonbanksroad.notts.sch.uk

Email: head@totonbanksroad.notts.sch.uk

## School Attendance Matters



2<sup>nd</sup> October 2018

Dear Parent/Carer,

Here at Banks Road Infant and Nursery School we strive for the highest standards of attendance and achievement. If a child is registered at school, his or her parents have the primary legal responsibility for ensuring that their child attends regularly. The law states that children of compulsory school age must be educated. Where a parent/carer chooses for that education to be carried out in a school, then attendance at that school is a statutory requirement. Prolonged and irregular absence can disadvantage pupils.

Children should be at school, on time, fully equipped and prepared for learning every day the school is open unless the reason for absence is unavoidable. In allowing absence from school without a good reason, the parent/carer commits an offence and legal action may follow.

I would like to take this opportunity to remind parents about the importance of good attendance and punctuality. Excellent attendance results in excellent progress and attainment. We have a duty and responsibility to encourage children into the habit of attending regularly in order to achieve their full potential. Monitoring attendance occurs on a regular basis and if the school becomes concerned about attendance due to a high number of absences due to illness, we may seek to obtain a medical letter explaining the reason for the absences.

As such, we would very much appreciate your co-operation by following the guidelines below.

### **Reporting absence**

It is important that you contact the school before 9:30am on the morning of any absence. Failure to do so will result in a phone call home from the school office, or a home visit if we are unable to contact you, to ascertain the reason for the absence.

### **Medical/Dental Appointments**

We encourage parents to make appointments out of school hours.

### **Term Time Holidays**

Parents should not take pupils on holidays in term time. Schools can only agree to absence for a family holiday if they believe there are special circumstances which warrant it. Parents must request leave as far in advance as possible and complete an application for leave in writing on the school's '**Leave Of Absence Form**', giving the reason for the request.

The school will then return the request form stating whether they authorise the holiday or not. If not, the school will state the reason and also point out that if the family choose to go ahead and book the holiday then they will be considered for a Fixed Penalty Notice of £60 (if paid within 28 days) or increasing to £120 (if paid within 29 and 42 days).

### **Unauthorised absence**

If the school does not receive a justifiable reason for absence then this will be classed as "unauthorised absence" which could lead to a Fixed Penalty Notice.

### **Authorised absence**

Only the head teacher can authorise any absence in line with Government guidelines. Any request for authorised absence must be made in writing to the head teacher (prior to agreeing to any arrangements).

Banks Road, Toton, Beeston, Nottingham, NG9 6HE. Web: [www.banksroadschool.co.uk](http://www.banksroadschool.co.uk)

### What you can do to help

You can do a great deal to support the regular and punctual attendance of your child including:-

- Ensuring that your child arrives at school on time each day
- Ensuring that your child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance.

The most important thing that a parent/carer can do is to make sure that their child goes to school regularly and arrives on time. Starting these habits at an early age while your child is in reception, will make life much easier later on. To assist our younger children in settling in quickly to the school day, we request that parents and carers arrive on time and leave as soon as the classroom door is open. For some of our children having parents delaying leaving is more unsettling.

Giving children positive messages about school attendance during their formative years is good parenting, and it contributes to better management of the adolescent years. Failing to attend school regularly can have a major impact on a child's education, their future and their life chances. There is strong evidence to show that absence has a serious impact on a child's performance in tests and examinations and means that they will fail to meet their full potential.

It is surprising how quickly absences can add up. 90% may sound good but the grid below highlights the number of days missed throughout the year is 19 – nearly 4 weeks of lost education. If your child's attendance is below 94% this is seen as poor attendance and you may be asked to discuss the reasons with the school and a medical letter sought.

As we say at Banks Road: "Every minute, of every hour, of every day counts".

Percentage Attendance	Time missed in days over 1 year	Time missed in days over 3 years
90% – 95%	10 – 19 days missed	30 – 57 days missed
85% – 90%	24 – 30 days missed	72 – 90 days missed: The equivalent of more than 1 term
80% – 85%	32 – 40 days missed: More than half a term	96 – 120 days: The equivalent of two terms
Below 80%	More than one day every week is missed which is more than 40 days a year	One year missed out of three or children miss two full years of their primary education

We appreciate your support in ensuring your child receives a continuous education which will enable them to reach their full potential.

If you have concerns over your child's attendance and wish to discuss this further please do not hesitate to contact the school office to make an appointment.

Yours sincerely,

