



Traffic Light System

Each term your child's attendance will be monitored and you will receive a letter in the first week of a new term telling you what zone your child's attendance falls into.

Red Zone All children whose attendance falls below 80% will be in this category. A meeting will be set up with the Headteacher and the parent/carer to ensure attendance improves and identify any support needed to achieve this. A four week monitoring period will begin.

Amber Zone All children with between 80% and 95.99% attendance will be included in this category. A four week monitoring period will begin. In some cases, if no improvements are made in this period, a meeting will be set up with the Headteacher and/or the Behaviour, Guidance and Support Assistant. This will be to look at ways of improving attendance and identifying any support needed to achieve this.

Green Zone All children whose attendance is 96% and above is in the green zone.

Attendance Matters - even 1 day of school missed can impact on a child's learning:

- 98% attendance = 4 days of school missed
- 95% attendance = 10 days of school missed
- 90% attendance = 19 days of school missed
- 80% attendance = 38 days of school missed— that's nearly **seven school weeks!!**



All parents should promote good attendance and work in partnership with their child's school to provide a cohesive approach.

Wallsend Jubilee Primary School

Attendance Leaflet



Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future achievement.

Through regular attendance children can:

- Build friendships and develop social groups
- Develop life skills
- Engage in essential learning and other school events
- Achieve their full potential

All parents and carers should promote good attendance and work in partnership with their child's school to provide a consistent joined up approach.

What does the Law say?

All children of compulsory school age (5-16) must receive a suitable full time education. As a parent/carer, you are responsible for ensuring that this happens by registering your child at a school or making appropriate alternative arrangements. Once registered you are also legally responsible to ensure your child attends school regularly.



Can my child ever be absent?

When a child is absent from school this will be classified as 'authorised or 'unauthorised'.

The Governing Body and the Headteacher decide which absences are granted as authorised. Authorised absences are only permitted for valid reasons, such as:

- Illness
- Medical or dental appointments
- Religious observances
- Family Bereavements

Wherever possible, parents/carers should always try to arrange medical appointments after school hours or during the school holidays.



What are unauthorised absences?

Unauthorised absences are those which the school does not consider essential or reasonable. Unauthorised absences include:

- Forgetting school term dates
- Oversleeping
- Absences which have not been explained
- Arriving at school after the register has closed
- Keeping children off unnecessarily or without explanation
- Day trips or family outings
- Holiday

Holiday during term time

The school cannot be expected to authorise an absence for a holiday during term time. Taking holiday during term time means that the child will miss important school time, both educationally, and in relation to other school activities. It is difficult for children to catch up on work when they return to school. Only in **exceptional circumstances** may a holiday be authorised during term time. This is at the discretion of the Headteacher, in consultation with, and fully supported by, the Chair of Governors.

Lateness



Good attendance does not just involve being present in school, it also includes punctuality. You have a responsibility to ensure that your child arrives at school on time every day.

All children are expected to be in school by 8.55am so the register can be taken and closed at 9.00am. If a child is later than this and the register has been closed, they will receive a late mark, which counts as an absence. Excessive lateness will be classified as unauthorised absence.

How can you help?

You can help in many ways:

- Encourage good attendance by making sure your child attends school regularly
- Make sure your child knows the importance of school and that you do not approve of absence apart from when they are too unwell
- Inform us on the first day of your child's illness (by 9.30am)
- Talk to us if there are any attendance issues
- Discuss planned absences with the Headteacher
- Only take your child out of school during term time when the absence has been authorised