

## Attendance

Attending school regularly is SO important, both academically and socially. Children who are absent from school miss learning, miss their friends and can find it difficult to catch up when they come back. 'Catching up' an absent child can also affect others in the class, as adult time has to be spent on that one child.

There are 175 days of school holiday a year, 48% of the year.

## What if my child is poorly?

If your child is poorly, please let school know as soon as possible on the morning of their absence, giving the actual reason (sickness, tonsillitis... more detail than 'poorly' please) and every day that they are away. If we don't hear from you, we will contact you.

If your child becomes unwell in school, of course we will contact you and ask you to collect them.

## Lateness

We believe that arriving at school on time is essential for children to fulfil their potential. Being on time to school ensures that children settle into the school day and prevents them from missing essential learning. Children who arrive on time are happier, less anxious and ready to learn. Poor punctuality not only has an impact on the learning of the child who is late for school, but also on the learning of all the other children in the class. Being on time means not missing out.

**School opens at 8:40 am**

**Registration is at 8:55am**

## Leave of Absence

Aspire Academy Trust have updated our Attendance Policy and we now also have an Education Welfare Officer who is monitoring children's attendance. The Policy can be found on our school website under Parents, Attendance.

We do understand that there are times when your child will be absent from school, such as when they are ill. If you have any concerns about your child's attendance, or if you sometimes find it difficult to get your child to school, for whatever reason, please let us know and we can work together to support your child to improve their attendance.

**For further information, please contact the school office. 01637 860491.**

# Aspire Academy Trust



**Mawgan-in-Pydar**

**Primary School**

# Attendance



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Since September 2013, changes to Government regulations and guidance means that we can no longer authorise leave of absence for the sole purpose of a holiday (unless it is in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

Aspire Academy Trust believes that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances'.

## What will we be doing?

Each Friday, class teachers will be made aware of children's attendance for the year so far. For the Spring Term, if attendance falls below 95% (end of Autumn Term=93%, rest of year 95%), your child's teacher may contact you to discuss your child's attendance and work with you to improve it. If it doesn't improve, the Head of School will send you a letter confirming that your child's attendance hasn't improved. If there is no improvement again, you will be invited into school to discuss how we can work together to improve it. If attendance continues to be a concern at this point, you will be invited to a meeting with the Education Welfare Officer, so that we can look at other ways we can work together to improve attendance.

## What do I need to do if I need to ask for a leave of absence for my child?

Parents wishing to apply for leave of absence during term time must apply in writing to the Head of School, filling in the form that is available on our website or from the office at least a month before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head of School and it will be marked as unauthorised. The Head of School will treat each application individually and may discuss with you the circumstances of the application before a decision is made.

Description	Attendance	Absent no. of days	Learning hours lost
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
	96%	7.5	37.5
Satisfactory	95%	9.5	47.5
Cause for concern	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
Unsatisfactory	86%	27	135
Serious cause for concern	85%	28.5	142
	84%	30.5	152
	83%	32	160
	82%	34	170
	81%	36	180

## School Matters

