

**GIFFARD PARK PRIMARY SCHOOL**  
**ATTENDANCE FACT SHEET REMINDER**  
**Autumn 2019**

Dear Parents/Carers,

Good attendance in school is key to a successful education. Even small absences from school can have a large effect on children's education and we want to encourage 100% attendance wherever possible for all children at Giffard Park.

Schools have to be actively trying to improve attendance to comply with legislation that makes education and attendance compulsory for children. For Giffard Park the overall attendance figure has declined to be below that of what is expected nationally which is 96%.

To improve attendance, Giffard Park will be working more closely with the Local Authority. This will include seeking their early involvement with families that register as persistently absent from school as well as referring term time holiday requests to them for consideration of a Fixed Penalty Notice.

Thankfully, the vast majority of our parents will remain unaffected by this. Thank you to those families who have been working hard to ensure their children's punctuality and attendance is high. Thank you for getting these important habits established early on in your child's life as it will make a difference in their futures. We really do appreciate that you tackle the traffic, come rain or shine, and with young families to get to school so that children can begin learning on time and so that other children's learning isn't affected by late comers. There will always be exceptional circumstances in which term time absence occurs, and you will be informed whether we deem the absence to be authorised in line with our attendance policy.

We thank you for your ongoing support with this matter.

Glynis Wiles

Attendance Officer  
Deputy Headteacher

**By law, all children must receive a full time education. As a parent/carer you are responsible for making sure that your child attends school regularly and on time.**

**Why is good attendance and punctuality important?**

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

**Unacceptable reasons for absence**

- Shopping
- Birthday treats and trips
- Looking after others at home
- Medical or dental appointments that cannot be verified
- Buying school shoes or uniform
- Parents having their children to accompany them to doctor/hospital appointments
- Picking up relatives at the airport
- Your car breaking down!
- AND MUCH MORE!

**These absences will be marked as unauthorised.**

**Term-time Absence**

In line with the revised Education (Pupil Registration) Regulations 2006, the Headteacher may not grant any leave of absence unless there are exceptional circumstances. The Headteacher will determine the number of days a child can be away from school if the leave is granted.

Should you request term time leave this must be made on the appropriate term-time leave request form (available from the office). Where applicable evidence of flight/booking confirmations etc will be required.

By law, schools must record absences and the reasons given for absence. They are categorised as authorised or un-authorised. Only the Headteacher can authorise or un-authorise absences. If leave is taken without request or authorisation a Penalty Notice Fine will be automatically issued to Parents/Carers on their return.

**If your child fails to return after leave his/her name may be removed from the school roll after 20 days.**

### The Fixed Penalty Notice Process

Milton Keynes Council is using the Penalty Notice Process to encourage parents/carers to improve their child's attendance at school. If your child has 10 sessions or more of unauthorised attendance you will receive a warning letter. (AM=1 session and PM= 1 session. 1 day= 2 sessions. If your child has unauthorised term-time leave, parents will receive a £60 fine, each parent per child if paid within 21 days. If a child is regularly late for school, this will also have an adverse effect on their education and so this would also be subject to the same Fixed Penalty Notice.



### Punctuality Matters too!

Missed minutes = missed learning = missed opportunities!

As a school, we are aware lateness can severely affect achievement. We monitor punctuality closely and have strategies in place to address lateness.

Awareness of the impact of lateness is raised with pupils, staff and parents regularly. The gates open at **8.35am**, the school day starts at **8.45am** and every child should be in school at that time. Registration is taken at **8.55am** and all pupils are expected to be in their classroom by this time. Pupils arriving after this time will be marked as present but arriving late (L). The register will close at **9.00am**. On arrival after the close of register, parents must report to reception to sign pupils in, giving the reason why they are late to ensure that we can be responsible for their health and safety whilst they are in school.

Arriving promptly for registration is important, as late arrival can be disruptive for the class, upsetting for your child and they can also miss important information from the teacher during this time. Please ensure your child arrives punctually and with the correct equipment so that the day starts calmly.

**YOUR SUPPORT IS MUCH APPRECIATED.**

**It is the responsibility of parents/carers to make sure that children attend school regularly and on time.**



### How can you help?

- Ensure your child attends school regularly every day and on time.
- If your child is ill, contact the school by 9am on the first day of absence Tel: 01908 617868
- Take an interest in your child's education.
- Talk to school if you have concerns.
- Make use of our Breakfast Club.
- Make sure your child has a regular bedtime.
- Set the alarm clock for the same time every day.
- Get everything ready for school the night before.
- Where possible make medical / dental appointments for after school or during school holidays.

### Health

Children must not attend school if they have any infectious illnesses (please take advice from your GP) e.g. Chickenpox, Measles, German measles, Mumps, Impetigo etc) Sickness and diarrhoea or Flu (diagnosed by GP). Please be aware that should frequent illness occur and no medical evidence is produced by parents/carers, the school may not authorise the absence. The school will always contact you if your child is unwell. Always try to send your child to school even if they are a little 'under the weather', eg. Runny nose, tummy ache, headache, have a cold etc. If you are unsure if your child can attend school, please contact the school for further information and advice on 01908 617868.

### Encouraging Good Attendance

Good attendance improves peer relationships, allows pupils to achieve their potential and therefore contributes positively to the school community.

→ Attendance trophy for class with the best overall attendance for the week.

→ Every term and annually children are awarded 3 levels of attendance awards:

- Gold 100%
- Silver 98-99.9%
- Bronze 96-98%



Children will also be rewarded if they show significant improvement in their attendance or punctuality.

### Further information

Please see our Attendance Policy- available to view in school reception or on our website.

Visit <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-parents/milton-keynes-council-school-attendance>