

Bottisham Community Primary School



Acting Headteacher: Rachael Johnston

6th October 2016

Dear Parents / Carers,

School Guidance on Attendance and Late Arrival at School.

We all know that attending school and being on time is an important part of school and life in general. The more children miss of school and the later they are, the harder it is for them to catch up with their work.

The Government's expectation is that all pupils will be at school for at least 95% of the time, which is 180 out of the possible 190 school days.

Following guidance to schools by the government's Department for Education (DfE), the Persistent Absence (PA) threshold is currently 10%.

This means that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.

Parents will be advised by school if attendance is a concern, either by a letter or will be requested to attend a meeting in school. If attendance fails to improve during a monitoring period, the case may be referred to Cambridgeshire County Council for a Penalty Notice fine to be issued to parents/carers.

Missing a few days a year isn't really a problem is it?

Sometimes a few days absence makes very little difference. We are also aware that a child may be sick one year and not the next. However when we look back at attendance levels we often find that absence rates are repeated year after year and this can build up to significant amounts of time away from school.

Time Missed in	95% attendance	90%	85%
1 year	2 weeks	4 weeks	6 weeks or ½ term
Key Stage 1	6 weeks or ½ term	1 term	1 ½ terms
Key Stage 2	7 weeks	15 weeks	2 terms
Primary School	1 term	2 terms	Over 1 year

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So I have 10 days for absence?

For most children 10 days is more than enough to cover general childhood illnesses. It is important to note that the 10 days is **not** for family holidays. The guidance is quite clear that parents do not have the right or entitlement to take a child out of school for a holiday unless there are "exceptional circumstances". Holiday request forms are available from the school office and the school website.

We are aware that there are always exceptional circumstances which may affect attendance and as a school we are always sympathetic particularly when a child is ill. We ask that you keep the school informed when your child is unwell.

What should I do if my child is sick or has a medical appointment?

Children should be in attendance at school for both the morning and afternoon sessions. If your child is unwell then we ask parents to telephone or call in to the school office each day and leave a message giving their name and class along with the illness they are absent with and an estimated return date. If a daily message is not received by the school office then your child will be marked down as an unauthorised absence until we are notified otherwise.

If your child is leaving early for a medical appointment it is acceptable to notify the school via a letter to the Class Teacher who will then pass it onto the school office, alternatively please notify the school office directly who will then pass a message on to the Class Teacher.

What should I do if my child is late?

- Doors open at 8.50 a.m.
- Registration is at 9.00 a.m. (cloakroom doors will be closed at this point)

If your child has arrived late and the doors are closed they must be walked round to the front of the school and signed in via the main school office.

We all know how important attendance is and we ask you to keep the school fully informed of any circumstances which may affect your child's attendance. We find it is more beneficial to the children's overall learning when we can work in partnership with you in order to resolve any attendance issues quickly.

If you have any questions regarding attendance, please do not hesitate to contact me.

Yours sincerely,

Rachael Johnston
Acting Headteacher

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