

Remember the impact of time off school on your child.

Friendships move on, even after a short amount of time.

Time taken by teachers and support staff to help with a persistent absentee catch up is time they cannot spend with other children.

Even a short amount of time out of school can result in your child missing a considerable amount of work.

Time off school may increase anxiety and self-esteem.

Work missed has to be caught up and this could put extra pressure on your child.

It helps pupils develop resilience and perseverance.

### Did you Know?

When children attend school they:

- Can achieve their potential
- Have better life chances and career prospects
- Grow in confidence
- Make new friends
- Learn how to look after themselves and be healthy
- Keep up with work and homework

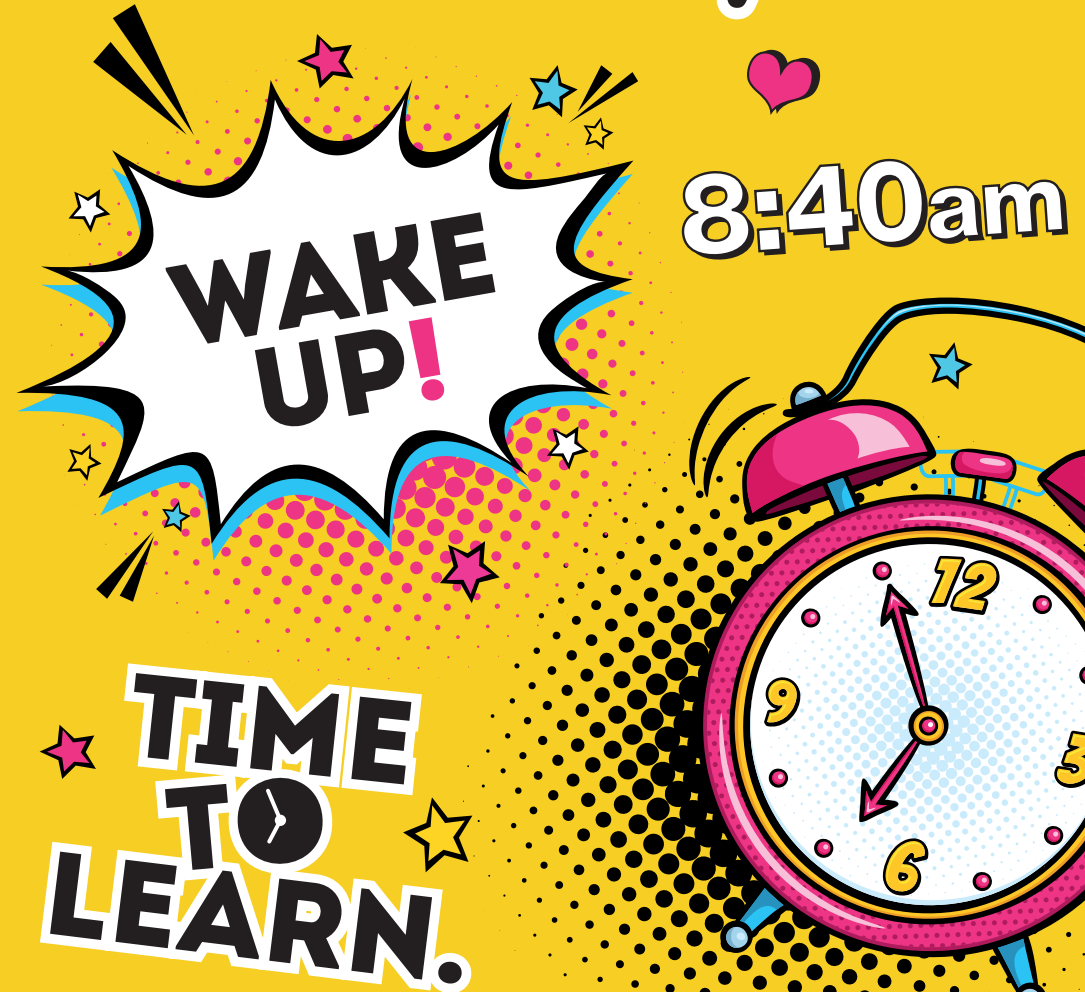
### Who to contact

If your child is genuinely ill then, of course, they will need to remain at home. Please contact the School Office or leave a message on our 24-hour answer-phone service, **before 9.00am** with an absence reason (specific details are required, as 'unwell' is not sufficient), on: **01664 562554** or **admin@meltingrove.org**

If you are unsure as to whether your child can attend school, please contact your doctor or speak to the school office. Absence calls must be made to the school **EACH** day that your child is absent. (Unless they have a long-time condition which has been discussed with the school).

A Parents and Carers Guide to

# Attendance & Punctuality



Exploring the World through Words.

# Attendance Really Matters at The Grove



**100%**  
0 days of lost learning

**Very best chance of success**

**96%**  
8 days of lost learning

**Off to a flying start**

**94%**  
11 days of lost learning

**Less chance of success**

**92%**  
15 days of lost learning

**Harder to make progress**

**90%**  
19 days of lost learning

**Persistent Absentee**  
(Not fair on your child)

## What is an Authorised Absence?

Parents and carers can explain an absence, but they cannot authorise it. Only the school can decide whether an explanation about an absence is acceptable and can be authorised.

For persistence absence due to illness, the school will insist a doctor's note is provided. All other absence will be coded as unauthorised.

## Unauthorised Absences

School does not consider the following absences to be reasonable:

- Forgetting school term dates
- Over sleeping
- Arriving at school after the register has closed
- Not being able to bring your child to school

- Day trip/family outings
- Inclement weather
- Problems with Uniform/ Clothing
- Birthday and holidays
- Headlice
- Minor ailments

## Absence due to Family Holidays of Events

All requests for leave of absence from school, must be made to the headteacher, Mrs Cheeseman, using the request form available from the school office. Absence will be authorised only in exceptional circumstances e.g. religious festivals, terminal illness, holidays funded by charities or some parental conditions of employment. You will receive a written reply explaining whether the absence from school has been authorised.

## Punctuality at the Beginning of the Day

Pupils should be in school every day. Gates open in the morning at **8.40am**, arriving promptly at the time set for their year group, gate close at **8.55am**. If pupils arrive late they need to be signed in electronically at the school office.

**Registers close at 9.05am**

## Punctuality at the End of the Day

Pupils should be collected promptly. If you are going to be late or if someone else is collecting your child, please inform the school.

## What can we do to improve attendance?

Here are some tips to help your child achieve good attendance and punctuality:

- Have a regular bedtime.
- Record programmes to watch the next day.
- Give them their own alarm clock.
- Have them get their own bag and uniform ready the night before.



- Have a quiet time before bed, turn off the TV, computers, device and mobile phones.

## Parents can help by:

- Keep in touch with school about any absence. Communication is important.
- Making medical/dental appointments outside of school hours where possible.
- Taking an interest in school work.
- Supporting their child's effort.

## What is PA pupil?

The government has stated that if a pupils attendance falls below **90%**, they are deemed to be a "Persistent Absent" pupil. You will be required to attend an Attendance Meeting if your child's absence falls below **90%**.

## School Attendance and the Law

The Education Act of 1996 states that it is the responsibility of the parent or guardian to ensure that all children between the ages of 5 and 16 years attend school on a regular basis **AND** on time.

**Failure to do this may end up in YOU being fined and taken to Court.**

It is your responsibility to let the school know if your child is going to be absent. Please telephone the school office **01664 562554**, on the first day of absence giving the reason for your child's absence.

Attendance and Punctuality is an important life skill.

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