



Headteacher: Mr R.F. Naylor

Deputy Headteacher: Mrs S. Russell

Good attendance and punctuality is at the heart of our pupils realizing their potential and requires the co-operation of Parents and Carers. We would like to share the following points with you to ensure we all understand the importance of attending school every day.

Expectations

Government expectations are 96% - this means if your child has more than 10 days off during the course of the year they will be below government expectations.

Where children are poorly you must inform the office straight away. If your child's attendance level is below 96% then medical evidence may be required. A child whose attendance rate is 90% would in reality have been absent from school for the equivalent of half a day every week. This equates to 4 whole weeks of lessons being missed in a school year. If this continued over five years, they would miss half of a school year. This is why school upholds the Department for Education's expectation that attendance should be at the very least 96%. To help families plan in advance our school calendar showing holiday dates for the 12 weeks a year pupils are out of school is provided a year in advance. All avoidable, planned absence is crucial to ensuring pupils have at least good attendance therefore, in line with Government legislation, leave of absence during term time for holidays or similar activities can only be considered under *exceptional* circumstances e.g. bereavement of a close family member.

Monitoring

School will follow a traffic light system for monitoring attendance and punctuality.

'Green' - Your child's attendance continues to be of a high level or has shown sustained improvement.

'Amber' - Your child's attendance has dropped below 96% and will be monitored.

'Red' - your child's attendance has dropped below 90% and may be referred to the Local Authority Education Welfare Officer.

'Blue' - Your child is regularly arriving at school late. This may also result in the involvement of the Local Authority Education Welfare Officer.