



'EVERY DAY COUNTS' Parent Information Leaflet

Education is one of the most important gifts we can give our children and a day lost is a day too many. In our drive to support children and enable them to gain the best possible start to their education, we are continually looking at ways to improve our attendance level. We are hoping, with your co-operation, to improve attendance and punctuality. Both of these areas are priorities in our School Improvement Plan. Our attendance target is 95%. Attendance rates which fall below 95% give us serious cause for concern and will be acted upon with the support of our Attendance Officers.

Attendance Rate %	Days Missed
100%	0
95%	10
90%	19
85%	29

We feel that it is important that parents and carers understand their responsibilities and the consequences of their children being absent from school. Please support the school in its aim to raise the achievement of your child by ensuring that they attend school and arrive on time. Reading this information is a start to a joint undertaking to ensure the best for your child.



Why regular attendance is important:

- ❖ Every lesson really does count. Children can quickly fall behind if even one day is missed.
- ❖ Good school attendance gives your child the opportunity of success and helps develop important life skills.
- ❖ Good attendance is linked to achievement, better relationships with other children and better overall behaviour in school.
- ❖ Good attendance is not just about what happens in school- absence when your child is young can limit future opportunities and create bad habits for work and life.
- ❖ **The law states that you as parents are responsible for making sure that your child attends school.**



School Procedures

- ❖ Children should arrive at school for 8.55am
- ❖ Any children who are late must report to the main reception and report to Miss Monaghan or Mrs Dodds to receive their mark and give the reason why they are late.
- ❖ Any child that arrives after 9.00am will receive a late.



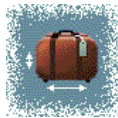
Illness

We know that young children can be susceptible to illness and understand that if they are poorly they may need time off to recover. This is reflected in our school target for every child to have at least 95% attendance.

In all cases of absence parents should please:

- Only keep your child away from school if really necessary
- Telephone school on the first day of absence. If no contact has been made by 9.30am from parents/carer, school will phone. If contact can still not be made, the information will be passed onto our Attendance Officers who may come and visit children's homes to investigate why they are not in.
- Keep school informed if more than one day's absence is necessary.
- Avoid medical appointments in school time, but if absolutely necessary, please bring your child to school before and/or after the appointment.
- Speak to the class teacher who will be able to provide you with work for your child if appropriate.

SCHOOL NUMBER: 0191 2860776



Holidays:

Holidays should not be taken during term time. In line with Government policy on school attendance, we will **NOT** authorise any holiday absences.



Authorised and Unauthorised Absences

The school has, by law, to classify every absence mark your child has as either "authorised" or "unauthorised". Schools have to report their absences termly to the Educational Welfare Service at the Local Authority who may contact parents about high rates of absence.

Authorised Absences

- ✓ Illness
- ✓ Medical/Dental (we may ask to see an appointment card)
- ✓ Bereavement
- ✓ Agreed special occasion or exceptional circumstances

Unauthorised Absences

School cannot authorise absences for:

- ✗ Going to the shops or hairdressers
- ✗ Going on holidays
- ✗ Visiting relatives
- ✗ Children not wanting to come to school
- ✗ Staying off because a sibling is off poorly
- ✗ Birthdays
- ✗ Getting up late and not wanting to come into school for that day
- ✗ Keeping your child off because you are ill
- ✗ Taking the last day of term off



Punctuality (Lateness)

Being on time is very important- not just in school- but in all walks of life. We ask parents to set a good example to their children by being punctual. Whilst we are aware that most of our children arrive at school on time, we do have a small problem with lateness. Parents may not be aware of the difficulties experienced by their children even if they are only a few minutes late.

Have you thought.....?

Minutes missed	Time lost in a week	Time lost over a school year
5	25 minutes	3 days
10	50 minutes	6.5 days
15	1 hour and a half	10 days
20	1 hour 40 minutes	13 days
30	2 hours and a half	19 days

- ❖ A child will miss his/her teacher's instructions for the first lesson.
- ❖ Coming late causes disruption to the whole class as well as the child who is late.
- ❖ Children are often very embarrassed and upset about walking into a classroom in front of all of their friends who have already started activities.



Working with parents and families

Please remember that if you are experiencing difficulties with attendance or punctuality, do call in for an informal chat when we will do all we can to help and support you. These are some of the ways we could help if you have difficulties getting your child to school on time or attending regularly:

- Meet to discuss your needs with class teacher, head teacher or our Attendance Officers Helen Jordan and Michelle Foulkes. **0191 2774500**.
- Parents will receive termly letters informing them of their child's attendance percentage. These are colour coded red, amber and green.
- Providing a Breakfast club place for your child.
- Helping you link up with other parents who may be able to bring your child to school on occasions.
- Contacting the school nurse about medical issues you may be worried about - **0191 2380021**
- Working with your child to help them understand how important it is to get ready quickly in the mornings and not "playing up!"
- Putting you in touch with parenting advice groups who offer support.
- Rewarding children with good or improved attendance and punctuality with certificates.



Incentives

As part of our commitment to raising attendance levels in our school, we have introduced a number of different initiatives.

- ❖ A trophy is awarded to the best attending class each week in Friday's assembly.
- ❖ If a class gains 95% or more in a week, then they can have an extra playtime.
- ❖ Classes are given a letter for every day they have 100% attendance. When they have the 13 letters to spell out 'Star Attenders' that class will have pizza as a treat.
- ❖ 'In it to win it!' Children who have 100% attendance and have been on time all week get a raffle ticket at the end of the week to put in a box. Each half term, a winning ticket(s) is pulled out and that child/children receive a prize such as a scooter, vouchers etc.
- ❖ Best attending class from the whole school for 3 weeks in row have a non-uniform day.
- ❖ Termly parties for children with attendance of 95% or above.
- ❖ Termly certificates for children with 95% or above attendance.

BE COOL AND COME TO SCHOOL