

## What to do if your child has to be absent from school

- Let us know!
- **Telephone the school office on: 01258 452277** on the first day of absence **before 9.30am** to explain the reason why your child is away from school



- If your child is absent for more than one day, please keep the school informed and **let us know when they will be returning**
- The **school can NOT authorise absence for any holiday.**
- For an **exceptional 'circumstance'**, an application must be made, in writing, to the Head Teacher, giving a full explanation for the request.

### When will absence not be authorised?

- The school will not authorise absence for any of the following reasons: feeling tired, going shopping, looking after other members of the family, minding the house, birthdays etc.
- **Regular medical/dental appointments should be arranged for school holidays or after school**

## Rewards, rewards... Awards

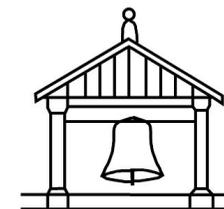


At our school, all the staff know how important good attendance is for children's well-being and progress. To encourage good attendance we give out 100% certificates at the end of the year but we also want to encourage pupils who are trying hard to improve attendance.

Every Friday, in Proud Assembly, we celebrate children who have had 100% attendance that week.

Each week in the newsletter, the percentage for each class is announced and what that would mean as an OFSTED grading. We also publish the percentage attendance for the whole school for that week and for the whole school this year.

At the end of each term, we give certificates to children with 100% attendance, with attendance over 97% and those whose attendance has improved since the last term.



## Durweston CE VA Primary School

### What you need to know about your child's attendance at school

Guidance for parents,  
carers and pupils

## Why good attendance is important

In recent years much research has been carried out on the effect that poor attendance can have on children's progress at school and how well they will achieve in later life.

For example, **90% attendance** might sound quite good but what it really means is.....

- Your child is absent from lessons for the equivalent of **1 half day every week!**
- In one year, 4 whole weeks of lessons are missed...
- If your child continues to attend for only 90% of the time over 5 years, he or she will miss half a school year!

**Children who do not attend school regularly** often have the following problems:

- They are **not able to keep up** with their work
- It is difficult, in a busy school day, for teachers to find the time to help your child catch up
- Children who arrive **LATE miss important parts of the lesson** and disrupt the learning of other children in the class

This is why Durweston CE Primary School is making **good attendance a top priority**. By improving our attendance rates, we will improve the standards that our children achieve and provide them with better chances for life. **We can only achieve this with your full support.**

**You can help by sending your child to school on time every day** unless they are genuinely ill.

## % Attendance Explained

= no. of lessons missed	50	100	150	200	250	290	340
= weeks absent per year	2	4	6	8	10	11.5	13.5
= days absent per year	9 days	19 days	29 days	38 days	48 days	57 days	67 days
% Attendance	95%	92%	85%	80%	75%	70%	65%

## If you are often late, this is what you're missing!

= days of learning lost per year	3.5 days	7 days	10.5 days	14 days	21 days
Minutes late per day	5	10	15	20	30

## Family holidays must **ONLY** be taken during school holidays

- School can no longer authorise absence for a holiday during term time.
- All children have **important tests in May /June** so cannot afford to miss school
- **Parents can be fined** a Fixed Term Penalty Notice of **£60** within 21 days **or £120** within 28 days **if they fail to ensure the regular and punctual attendance** at school.

## What will happen if my child is often absent from school?

- The school monitors the attendance of all children
- If your child's attendance falls below an acceptable level (90%), we will contact you to discuss the situation
- If necessary, a referral will be made to the Locality team, so that the absence can be further investigated

## What happens when my child is ill?

- There may be times when your child has to miss school because he or she is ill
- You should always **contact the school on the first day of absence** to let the teacher know that your child is unwell
- It is important to let the school know if your child has ongoing health problems so that the right **support can be put in place by the School Nurse**