

## What can you do to help your child's attendance?

Only keep your child at home for genuine illness. If you are in doubt, bring your child in. We can always call you if we feel that your child needs to go home due to illness.

We are happy to administer medication (such as antibiotics) throughout the school day, as long as this has been prescribed by a doctor. Please come to the school office and complete a form if this is the case.

Our school target for all pupils is 96% and above. You can monitor your child's attendance through the Weduc app. We use the traffic light system, below, to support our parents / carers with understanding their where their child's attendance falls and the next steps.

	%	Comment
Green	96 – 100%	Your child's attendance meets our school expectation. You have supported your child with achieving the best possible outcomes in life. If your child has achieved 100% - well done!
Amber	94 – 95.9%	<b>Stage 1:</b> Your child's attendance is a cause of concern. We know that this may be due to illness or other authorised absences but we hope that by bringing this to your attention now, will help you and your child.
	91 – 93.9%	<b>Stage 2:</b> Your child's attendance is a cause for concern. At this stage, we will need to arrange a formal meeting to support you and your child with improving this.
Red	90% and below	Your child's attendance is far from our expectations and they are now on the <b>persistent absentees list</b> . We will need to meet formally and draw up an action plan together. Unless rapid improvement is made you will be flagged up to our EWO and your case may be referred on further, which can also lead to possible fines.

### The Law

The Education Act 1966 states: "If any child of compulsory school age, who is a registered pupil as a school, fails to attend regularly, the parents of the child shall be guilty of an offence. "

### If your child is absent you must

- ✓ Contact school on each day of absence and provide reasons for absence.
- ✓ Keep school informed on a regular basis if your child is absent for a long period.
- ✓ Provide any necessary information / evidence for your child's absence

### Help and Support

If you need help with attendance / punctuality please speak to someone from school as soon as possible.

Sometimes school may need to involve other services to help. The school and local authority want to help if you have a problem.

If attendance / punctuality does not get better, or you do not accept help and support offered the local authority service may have to begin enforcement action.



**Downsell Primary School**  
*Learning Today, Leading Tomorrow*



**Respect**

**Responsibility**

**Resilience**

*Developing confident,  
inquisitive learners .*

## Attendance and Punctuality

**Every day counts.**

**Every minute counts.**

## Attendance : every day matters

We expect children at Downsell Primary School to attend school regularly, every day if possible.

Children who are regularly absent from school miss out on opportunities which can affect their life-long chances.

### Missed days = missed learning.

Attendance percentage	Missed days of learning	
100%	0 days off school	Green
99%	Equates to 2 school days off school each year	
97%	Equates to 5 school days off school each year	
95%	Equates to 10 school days off school each year	Yellow
90%	Equates to 20 school days off school each year	Red
85%	Equates to 30 school days off school each year	

## Reasons for absence

If you think your child is too unwell to come to school, then you must call the school office as soon as possible on the morning of the absence. Please note this does mean that your child's absence is automatically authorised. We will need to review your child's attendance record before we can make a decision.

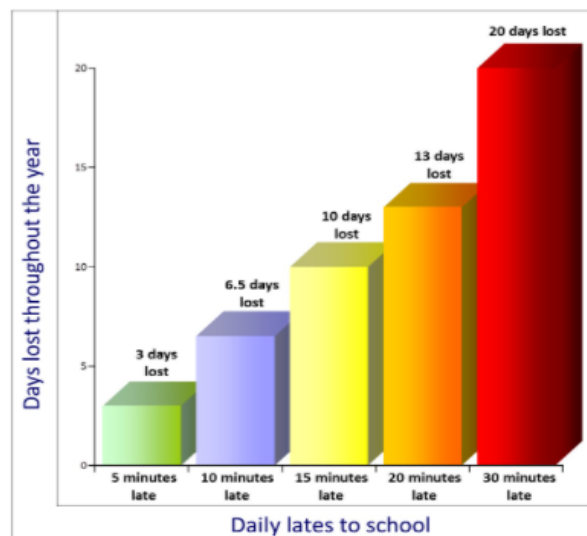
We ask that you call in, as absences from school is regarded as a safeguarding issue if there is not contact from the parents / carers or if we are unable to contact the parents / carers.

## Home Visits

These will be carried out if we have no contact from parent / carers.

## Punctuality: every minute counts

The gates open at 8.40am and children are welcome to enter classes from 8.45am. The register is taken at 8.50am. Children arriving after 8.50am must be registered at the school office. They will be marked as late.



NB Figures are rounded up to the nearest half day

**10 minutes late to school every day adds up. It is the same as losing 6.5 days of school each year.**

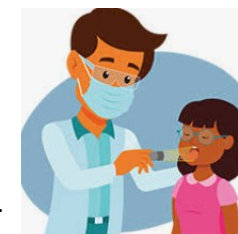
## Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, we will refer to our Education Welfare Officer (EWO) who may proceed with legal action, if improvements are not made.

## Unauthorised Absence

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

## Medical Appointments



If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary.

**If your child is well enough to go back to school following the appointment, they should do so.**

## Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

## Penalty Notice and Notice to Improve

- A fine will be considered if a child has missed 10 sessions (1 session is equal to 1 registration mark – half day).
- A fine can also be considered for a combination of 'U' codes (punctuality) and unauthorised absences.
- The costs for fines will go up from £60 to £80 if paid within 21 days and from £120 to £160 if paid in 28 days.
- Only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at £160. This will be applied even when children move schools in or out of the local authority.
- New "notices to improve" will also be the "final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued".

## Safeguarding

It is important that we hold at least 2 up to date telephone numbers on the system for your child.