

# ATTENDANCE at Charnwood Primary School



At Charnwood we want every child to achieve at least 96% or higher attendance in order for them to make the best progress possible. Every single day missed at school or arriving late to school equals a gap in your child's learning. It is very hard for children to catch up when they have missed out vital parts of their education. Please help your child and us by ensuring they do not miss school unless they are poorly.

The entrance doors open at 8.30am, which allows the children to make an early start, and registers are taken at 8.40am. The school cannot take responsibility for children who arrive before 8.30am when staff will be on duty.

## Individual pupil attendance bands

The government has issued the following attendance bands as a guide to schools, in order to monitor absence.

100%	Outstanding. The aim should be for individual pupils to have 100% attendance.
98.01% - 99.9%	Excellent - with no unauthorised absence.
96.01% - 98%	Good with no unauthorised absence
90.01% - 96%	Concerns or requires improvement
90% and under	Persistent absentee

- As of September 2015 if your child's attendance percentage falls below 90% they will be classed as a Persistent Absentee (PA). These pupils will be closely monitored by our Education Welfare Officer (EWO) who is appointed by The Leicester Education Authority (LA).

## School times

<b>FS1</b>	AM 8.10am/8.40am-11.10am		PM: 12.30pm-3.00pm/3.30pm	
<b>FS2/KS2</b>	FS2-Year 2	8.40am-11.50am	Lunch: 11.50am-12.45pm	12.45pm-3.00pm
<b>KS2</b>	Year 3- Year 6	8.40am-12.25pm	Lunch 12.25pm-1.20pm	1.20pm-3.00pm



- There is a government expectation that all children attend school at least 96% of the time. Clearly Charnwood would like its children to achieve at least this percentage of attendance. Children only get one chance at education!

## Punctuality



- Punctuality is as important as attendance. Children who are late miss out on the crucial initial learning activities of the school day. Children who are regularly late fall demonstrably behind what would have been expected of them. Their learning is disrupted, as is the learning of the rest of the class whose attention is disrupted by the arrival of latecomers
- Children should be in school by 8.40am, the entrance doors open at 8.30am, which allows the children to make an early start. The school cannot take responsibility for children who arrive before this time. Staff will be on duty from 8.30am onwards.  
**5 minutes late every day adds up to over 3 days lost each year.**  
**15 minutes late is the same as being absent for 2 weeks a year.**
- Any child who arrives between 8.40am-9.00am will be registered as late. Any child arriving after 9.00am (when the registers close) will be coded as 'U' (which signifies an unauthorised absence).

## Illness and medical appointment



- Sometimes children become unwell. If this happens to your child, do make sure that you inform school before 9am on each day of their absence and explain why your child will not be in school. On their return it is important that you provide school with appropriate medical evidence to support their absence. Without such evidence, your child's absence will be coded as 'O' (unauthorised absence)
- If we don't receive a message from you, regarding your child's absence, the school will send you a text message. Parents need to respond to this text or contact the school via phone call. Failure to update the school regarding your child's absence will result in an unauthorised absence.
- Try to avoid your child taking patchy single days off. If your child has a headache/tummy ache give them a medication i.e. painkillers and bring them into school. Generally, once a child is in school with their friends and doing their work, they forget all about feeling poorly. In the unlikely event of their continuing to be clearly unwell, school will always inform you and ask you to collect your child. Patchy single days of absence can soon mount up, without you being aware – so best to avoid them altogether!



- Since September 2013, government legislation prevents Head teachers from authorising term time absence, except in the most exceptional of circumstances. We know that, at Charnwood, we can count on parents to value their children's education and not request term time leave of absence. Any parent who does take their child out of school during term time will be liable for a Penalty Notice fine, which will be issued by the Education Welfare Service on behalf of LA (£120 per parent per child, reduced to £60 per parent per child if paid within 21 days; if not paid within 28 days, parents will be taken to court for non-payment of fine and, if found guilty, they will incur a criminal record).