

Beaconhill Community Primary School

Attendance Information for Parents



Beaconhill Primary School - Attendance Information for Parents and Carers

Please take the time to read the following information regarding attendance.

The DFE states that:

“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”

The government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure that every pupil has access to full-time education
- Act early to address patterns of absence
- Make every effort to ensure that all pupils are punctual to their lessons

Parents are legally obliged to ensure their child attends school whenever possible. The minimum acceptable level of attendance for each child is 96% (our school average) and should be considerably higher. Any child with attendance below 90% is regarded as a **persistent absentee** and will be considered an active cause for concern by school and **The Educational Welfare Service**.

There are two types of attendance – **Authorised** and **Unauthorised**

Authorised Absences

Acceptable reasons for authorising an absence are as follows:

- Illness
- A medical/dental appointment
- Religious observances
- Family bereavements
- An absence may exceptionally be authorised by The Headteacher for particular special occasions, such as a family wedding.

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Unauthorised Absences

- All other absences will be recorded as unauthorised.

Holidays

- Holidays should not be taken during term time. This causes serious disruption to learning and makes it very difficult for a child to catch up.
- Parents/ Carers who take holidays during term time could be fined by the Local Authority.
- Only in exceptional circumstances, might holidays be authorised by the Headteacher. A holiday form (available from the school office) would need to be submitted two weeks in advance of the holiday for consideration.
- Parents of children with poor attendance will be invited to meetings to discuss the issues with the Headteacher, the Attendance Officer and the Education Welfare Officer.

How can you help?

- Never let your child stay at home unless you are certain there is a genuine reason for doing so.
- Make sure your child gets to school on time. Regularly missing the first part of the day will have a significant negative impact on your child's education.
- Reinforce regularly the message from school about the importance of good attendance and punctuality. Make sure you start this at an early age to establish good habits for your child.
- Always let school know why your child is not in school by 09:00am on the first day of absence. If we do not hear from you, we will contact you to establish the reason.
- Try to avoid making doctor's or dental appointments during school time.
- Make a careful note of term time dates and day closures. These can be found on the school website.
- Talk to your child about their time in school to make sure they do not have worries, which may stop them wanting to come to school.
- Contact school without delay if you have any concerns about your child's attitude to school.



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Making Attendance a Priority



The importance of good attendance is regularly reinforced in school. A range of ideas to continually promote good attendance are used. Some of these are described below.

- Books and certificates are given to children at the end of a year who have had exceptional attendance.
- Certificates are awarded at the end of each half-term for children who have good attendance. 96% or above = Bronze Certificate, 98% or above = Silver Certificate and 100% = Gold Certificate
- Prizes such as pencils and rulers are regularly given as attendance rewards. We also run half-termly attendance competitions where children with 100% are entered into a prize raffle

Mr Routledge

J Routledge