

# The Orchard Primary School

## Parent Information Regarding Attendance



In order to obtain the best educational opportunities for your child, we need to work together to increase attendance. In doing so this will cause less of a disruption to your child and their classmates.

# Lates..

## Doctors Appointments, **Dentist Appointments**, Hospital Appointments

...booking appointments for these reasons should be avoided during the school day, however, it is not always possible i.e. hospital appointments.

- If your child has a hospital appointment during the day please make sure they attend some of the school day. Ideally after registration.
- If your child does have an appointment during the school day please ensure that you notify the school either the day before (in writing) or in the morning in case we need to book lunch (preferably before 10.30).
- Please ensure that you accompany your child when they sign in after an appointment.

# U nauthorised lates...

This means late after school begins without a good reason i.e.

- Dropping off a sister or brother
- Alarm not going off
- Problems with transport

Unauthorised Lates do affect your child's overall attendance and are monitored at the end of every half term.

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## **School Times**

Nursery - 9.00→12.00 and 12.30→3.30

Infants - 9.00 → 3.30

Juniors - 8.55 → 3.30

# Absences...

"Feeling under the weather" cold, headaches and stomach pains affect us all, but not to the point that we need to miss school/work. We can monitor your child throughout the day and will contact you if needed.

Sometimes your child may not want to come to school, this may indicate other issues that need to be addressed. If so, please send your child to school and inform us so that we can help.

If your child is absent directly before or after a school holiday, we would ask you provide proof of illness on their return, until the proof is received the absence will be recorded as unauthorised.

## Religious Absences

The school must be notified of the intended day either before (in writing) or on the day.

# Unauthorised absences...

These are which the school does not consider reasonable absences i.e. parents keeping their children off unnecessarily

- Looking after sisters/brothers
- Going to the airport to see off or welcome a relative
- Going on holiday early.

Absences which have not been properly explained.

Parents must notify the school on the 1<sup>st</sup> and 4<sup>th</sup> day of absence. Please ring and leave a message (forename, surname, class and year of your child) on the absence line. The messages are collected throughout the day. The absence line is not manned so please do not wait to speak to someone or a note handed to the class teacher on your child's return to school.

# T erm-time leave...

The school cannot authorise any leave during term-time. Parents/carers are asked to take family holidays/leave during the 13 weeks allocated each year as school holidays. If children are taken out of school by parents/carers without permission, this will count as an unauthorised absence. Parents/carers **must** be aware that they cannot assume a school place will be kept open as other families are always seeking school vacancies for their children. Persistent absences and repeated leave are monitored from Nursery to Year 6. Fixed penalty warning letters are issued by the Local Authority leading to a fixed penalty fine.

All requests for leave must be completed on a "term-time leave" form (available from reception) and only exceptional circumstances will be considered.

**While you are away for one week your child will miss approximately:**

**5** hours of maths, **5** hours of literacy!! **10** hours of science, religious education and information technology!!!

**If your child has a holiday of two weeks during term time and has one week period of sickness in one school year they will miss:**

**15** hours of literacy, **15** hours of maths, **30** hours of learning other subjects!!!

**IF THIS PATTERN WERE TO BE REPEATED THROUGHOUT YOUR CHILD'S SCHOOL LIFE THEY WOULD MISS 36 WEEKS OF THEIR EDUCATION.**

**ONE SCHOOL YEAR = 39 SCHOOL WEEKS!!!**

Can my child keep up with other children if they miss out on **60** hours of education a year????

**PLEASE THINK AGAIN!!**

# A ttendance...

- All under 90% attendance is reviewed weekly
- Parents/carers are informed in writing of any concerns regarding lates/absences
- Meetings with the Educational Welfare Officer are arranged to see if we can help.

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Making sure your child attends school on time, every day will result in them being awarded for their effort and achievement with:

- ☺ Certificates for 100% attendance are issued every term and every year in Assembly by Mrs Haslam.
- ☺ Highest Class Attendance in KS1 and KS2 are issued with a certificate, (and mentioned in the newsletter) weekly. Mufti day for the class with the highest attendance for the term.
- ☺ "Most Improved" certificates issued every term.

**If you have any concerns please do not hesitate to contact the school!**