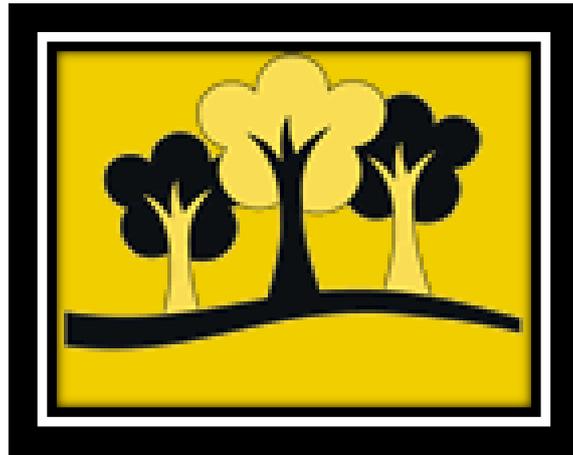


Attendance and Absence at



This leaflet explains and outlines our attendance and absence policy so you as parents are fully aware of the expectations with regards to your child attending school every day.

*AIM for
100%
attendance*

*Palace Wood considers
attendance to be good if
your child attends
regularly. This means
every day!*

Some key pieces of information

- Children aged 5 to 16 years **MUST**, by law, receive **FULL TIME** education.
- There are 175 non-school days a year! That's plenty of time for family time, visits, holidays, shopping trips and other appointments.
- If your child needs a medical appointment, try and make it during one of these 175 days. If that is not possible, then make the appointment **BEFORE** or **AFTER** school.
- Remember - 3 days absence a month due to illness would still mean your child may be counted as a persistent absentee.
- Students with attendance below 90% are considered to be persistently absent by the Department for Education.
- 90% attendance is equivalent of being absent from school for half a day each week.

100%	0 days absent
95%	9.5 days absent
90%	19 days absent (over 3 weeks of the year!)
85%	28.5 days absent
80%	38 days absent
75%	47.5 days absent
70%	57 days absent

- *It is the school, not the parent, that decides whether or not to authorise an absence. If parents do not give a full and valid reason for the absence, it will be unauthorised.*
- *Children feel embarrassed when they enter the classroom late and it does disrupt their learning. If a child is late after registers close, this will be classes as an unauthorised absence.*
- *Prolonged absence from school can lead to loneliness. It can make it harder for your child to get along with children and other friends.*

TEN TOP TIPS to help get your child to school on time.

1. Pack school bags the night before school.
2. Check that they have everything they need: books, PE kit, dinner money etc.
3. Make sure their uniform is ready, especially after weekends.
4. Ensure that they get to bed at a reasonable time so they have a good night's sleep.
5. Set an alarm clock so that you can all wake up in plenty of time to get ready properly for school.
6. Encourage them to eat a healthy breakfast.
7. Set off for school in plenty of time to allow for traffic;
PUNCTUALITY is IMPORTANT.
8. If your child is finding work hard, then talk to their teacher.
9. If you are unhappy about something that has happened in school, then contact the school straight away to try and resolve the problem.
10. Talk to your child about what they did in school today.

Acceptable Reasons

- Contagious diseases (please refer to the Guidance on Infection Control in schools document on the school website)
- Medical appointments that could not be arranged during school holidays or outside of school hours.

Unacceptable Reasons

- Persistent non-specific illness, e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reason
- Child's or family birthday
- Shopping trip
- Holidays during term time.

At Palace Wood, we will always do what we can to support the health and well-being of your child. It is better to send them to school and let us know they are feeling under the weather than leave them at home. If the school day is really too much for them we would not hesitate to call you.

Punctuality

Persistent lateness can be legally counted as an unauthorised absence which can:

- cause disruption to the rest of the class.
- cause embarrassment to the child.
- make it harder for the child to settle as they have missed vital instructions and learning.

Being 15 minutes late each day during an entire school year is the same as missing 2 WHOLE WEEKS of school.

He/she has only missed	That equals...	Which is...
10 minutes a day	50 minutes a week	Nearly 1.5 weeks per year
20 minutes a day	1 hour and 40 minutes a week	Over 2.5 weeks per year
30 minutes a day	1/2 day per week	4 weeks per year
1 hour a day	1 day per week	8 weeks per year

Punctual means:

- A pupil is willing and ready to learn
- It will help to develop a sense of responsibility
- Good habits will be formed
- A good work ethic will be established

Remember, 100% attendance is achieved by many pupils... It can be done!

AT Palace Wood we monitor and address attendance in the following ways:

NOTE: individual cases may not follow this flow chart exactly as all circumstances are taken into account.

- If your child achieves 100% attendance at the end of Term 1, they will receive a BRONZE certificate.
- If they achieve this by the end of Term 3, they will receive a SILVER certificate.
- If they achieve this by the end of term 5, they will receive a GOLD certificate.

Manage this ALL year and they will receive a special award!

If your child's attendance falls below 100% the class teacher will enquire why this is so.

If not contact has been made by the parents then they will be contacted by Mrs Ball (FLO). It is expected that an acceptable reason will be given.

If your child's attendance falls between 90-95% then they will be monitored by the Attendance Officer.

They may contact you to discuss steps for improvement/ arrange a meeting.

Letters will be sent for continual absence to remind you of options available and to offer support in improving attendance.

If your child's attendance falls below 90% consideration will be made as to whether the attendance service should be involved.

Penalty Notices will be issued for persistent absentees or lateness and for those taking at least 5 days unauthorised absence such as a family holiday.