

Eastway Primary School



Bringing Learning to Life

Attendance Information Booklet 2016-17

Eastway Primary School

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Attendance and Punctuality

Attendance

We place great importance on good attendance at school. The Government has a target of 95% attendance for all pupils and we hope that our pupils all achieve this. We work very closely with the Local Authority's Education Social Worker, we constantly monitor attendance and hold Attendance Panel Meetings at least every term agreeing contracts with parents at these meetings.



Parents of any pupil with less than 95% attendance may be required to attend a meeting in school with the Headteacher and Education Social Welfare Officer.

Parent's legal responsibilities

The Education Act [1996] Section 444 requires parents to ensure that their children receive full-time education which suits their needs. Parents who fail in this duty may be prosecuted via the courts and fined up to £2 500 or, in some cases, imprisoned. The Anti Social Behaviour Act [2003] Section 23 also indicates parents may be issued with a Fixed Penalty Notice if their child's absence from school is unauthorised. Fixed Penalty Notices are for £60 if paid within 21 days and £120 if paid within 28 days.

Punctuality

We place great emphasis on children arriving on time and ensuring that your child is always appropriately supervised. Children need to arrive at school from 8.50am and be ready to learn from 9:00am each day, when the registration period begins. If a child arrives after 9:00am but before 9:30am [when registers close] they will be given a late mark [L]. Children who arrive late are often embarrassed and may not be in the best frame of mind to begin learning. If children arrive after 9:30am [when registers close] they will be marked with a [U] which equates to an **unauthorised absence**.

If your child is late, please ensure they come straight to the school office to be signed in.



Children will be dismissed from school between 3.15 and 3.25 pm.

Attendance Team

Senior Leadership Team

Mrs Marchant	Headteacher
Mrs Jones	Deputy Headteacher
Miss Coverdale	Assistant Headteacher
Ms Brodie	Special Needs Co-Ordinator

Office

Mrs Dennett	Family Support Coordinator
Mrs Randall	Attendance Officer/Reception
Mrs H Leadbetter	Office Manager
Mr Mumford	School Business Manger
Mrs Toolan	Reception/Admin Assistant

The School Day

Foundation 1 & Early Years

Morning session 8.45—11.45

Foundation 2—Year 6

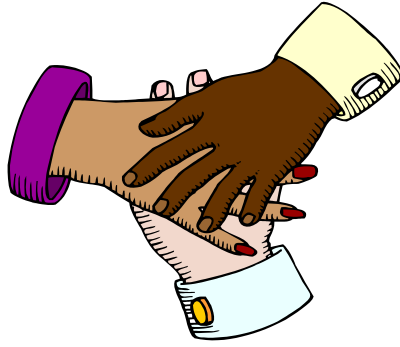
School opens at 8.50 am for a 9.00 am start

School finishes at 3.15 pm —3.25 pm

“My child’s attendance is 90% - that’s good isn’t it?”

- If your child’s attendance is 90% or less, it means that he/she is missing out on learning for the equivalent of **one half day every week**.
- It also means that your child has missed the equivalent of **4 whole weeks of lessons in the school year**.
- If your child continues at 90% attendance for the seven years they are at primary school they will miss the equivalent of **three quarters of a school year**.





- We all need to work together—school, parents, carers, pupils
- Send your child to school everyday **ON TIME** unless genuine illness prevents attendance.
- Try to avoid taking your child out of school for doctor and dental appointments. If this is unavoidable, please make sure that children are in school for their mark for the morning and afternoon sessions and if they do need to leave school during the day make sure they are back in school as soon as possible afterwards.
- If a child's appointment will disrupt their time in school, parents need to **bring a copy of the appointment letter** from hospital into the school office before the appointment so that our registers can be marked accordingly.
- Do not book family holidays during term time.

Absences

If your child is absent from school please **inform the school office by 9.00am** on 0151 677 1235 and leave a message on Option 1 so that school can record and authorise the absence. **It is a legal requirement for parents/carers to inform school of the reason for a child's absence.** Failure to inform school of the reasons will result in the absence being recorded as 'unauthorised' and will appear as such on the child's annual report.

Please make sure that all absence is kept to a minimum and your child returns to school as soon as he/she is well enough.

If the sickness continues for more than a few days we would expect you to consult your doctor. If your child has ongoing health problems the school nurse may be able to help.

Holidays in school time



Legislation has recently changed. Headteachers are now unable to authorise holidays in term time unless there are **exceptional circumstances** for the requested absence.

If you need to request time off for a holiday or any leave, please ask the school office for a Leave of Absence Request form, allowing as much time as possible **before** the planned holiday/activity. When the form is returned to the school office, you may be asked to make an appointment to see Mrs Marchant to discuss the request in further detail.

Please do not book holidays in term time unless you have exceptional circumstances which have been agreed by the Headteacher.

Please note that parents who take their child(ren) out of school to go on a holiday which is unauthorised may be referred to the Local Authority and may be issued with a Fixed Penalty Notice.

The penalty is £60 if paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. This penalty is per parent, per child and therefore could be significantly more than £60.

Non-payment of a Fixed Penalty Notice will result in the withdrawal of the notice and may trigger a prosecution of parents by the Education Social Welfare Service under Section 444 Education Act 1996.

Well done, Congratulations

How we reward pupils with good attendance:



Weekly

- Name on school 'attendance board' next to the main hall for everyone in school to see
- Sticker from class teacher
- Any class with 100% attendance for the week will receive the Attendance Mascot, Rio.
- Weekly 100% attendance raffle with winners every week from across the school.

Termly

- Each child with 100% attendance will receive a certificate and sticker during the whole school assembly.
- Names of pupils with 100% attendance will be published in the termly school newsletter

Yearly

- 100% Attendance Prize—every pupil with 100% attendance for the full school year will receive a certificate from the Headteacher.
- End of year 'Great Attendance' treat for children with attendance over 95%;

Full attendance means:

- No holidays in term time
- No 'late after registers closed' marks
- No unauthorised attendance marks
- Daily attendance, in class for registration at the start of each session.

