

Attendance and Punctuality

A good education gives children the best possible start in life. At Chesterfield Primary School, we take attendance and punctuality very seriously as we want to give all of our children the best possible start in life and there is a direct link between the amount of time children spend in school and the progress they make.

BY ATTENDING SCHOOL EVERY DAY your child can:

- take part in lessons, access learning and reach their full potential
- be involved in all aspects of school life
- enjoy a structured routine
- make friends and develop social skills
- feel part of the school community
- learn to value and understand the importance of education
- be better prepared for secondary school

At Chesterfield we recognise the role parents have to play in supporting and encouraging good attendance and punctuality. We will work with you to ensure that your children access excellent teaching and learning and that you fulfil your legal responsibility.

WHEN YOUR CHILD IS UNWELL:

If your child is unwell and unable to attend school, we ask that you call the school office by 8.50am to let us know of the absence. We will require your child's name, class and reason. We may require medical evidence when they return to school. If you are unsure whether your child is well enough to attend school our advice is to bring them in – we can call you if they become too ill to stay at school.

AS PARENTS/CARERS IT IS YOUR LEGAL RESPONSIBILITY TO ENSURE THAT YOUR CHILD COMES TO SCHOOL REGULARLY AND ON TIME. ALL ABSENCE AND LATENESS IS MONITORED BY THE SCHOOL AND THE EDUCATION WELFARE OFFICER.

If your child is unwell, please telephone the school office on the first day of their sickness to let us know. When they return to school, they will also need a letter to explain their absence.

If your child has been physically sick, we advise you to keep him/her at home for 24 hours just in case he/she has an infection that could spread to other children. If your child contracts an infectious disease, please let us know as soon as possible.

If you change your contact details, such as your address or telephone numbers, please inform the school immediately so that we are always able to get in touch with you if there is an emergency.

The impact of good attendance on children's learning:

100% 95%

GOOD

Best chance of success

73% of pupils who miss less than 5% of school are likely to achieve grade 5-9, including English and maths, at KS4.

94% 91%

WORRYING

Less chance of success

Only 35% of pupils who miss between 10%-20% of school are likely to achieve grade 5-9, including English and maths, at KS4.

90% 85%

SERIOUS CONCERNS

May under-achieve

REQUESTS FOR ABSENCES

If you require leave from school, for whatever reason, you **must put your request in writing**. It is always appreciated if requests are made prior to any arrangements being made.

At Chesterfield we **DO NOT AUTHORISE** holidays taken during term time unless there are exceptional circumstances. The term dates can be found on our website, newsletters or via the school office and they are published at the beginning and end of each school year.

We will not authorise absence for outings, shopping trips, birthday treats, family visits etc.

Medical appointments should be made out of school hours if possible. If your child needs to see a doctor or a dentist during the school day they should attend school for as much of the day as possible.

It is essential that children attend school regularly. We work closely with the Education Welfare Service to ensure good attendance. When a child is absent we note a reason in the register and whether the absence is authorised or unauthorised.

Authorised absence is defined as follows:

- When a child is prevented from attending by sickness.
- Religious observance as defined by the religious body to which a child belongs.
- Exceptional family circumstances when the absence has been discussed with the school.

Absences that do not fall into the above categories are deemed unauthorised and these absences are closely monitored. The school decides whether an absence is authorised. If we do not receive a note or phone call, the absence is recorded as unauthorised. If your child's poor attendance gives cause for concern, we will in the first instance try to talk to you about this. However, a referral may be made to the Education Welfare Service and this may result in a Penalty Charge or legal action and prosecution.

REQUESTS FOR ABSENCES

HOLIDAYS – as a school we **DO NOT AUTHORISE** any holidays taken during term time. The term dates can be found on our website, newsletters or via the school office. These are published at the beginning and end of each school year. We will not authorise absence for outings, shopping trips or family visits. Medical appointments should be made out of school hours if possible. If your child needs to see a doctor or a dentist during the school days they should attend school for as much of the day as possible.

If you require leave from school, for whatever reason, you **must put your request in writing**. It is always appreciated if requests are made prior to any arrangements being made.

Lateness can also have a negative impact. Being late may disrupt lessons, affect achievement, and embarrass or upset your child.

COMING TO SCHOOL ON TIME EVERY DAY helps your child:

- be ready for learning and not miss learning opportunities
- settle into the day
- get into good habits for the future, both in schooling and work

Doors open at 8:50am and children should arrive in good time for this and make their way briskly to their classrooms where they will be greeted by their teachers. The school gates open at 8.45am – parents and carers are welcome to bring their children and wait with them from this time.

We want children to adopt good habits of attending punctually. It is disruptive to your child and to the rest of the class when children arrive late. Latecomers may miss important information and teaching and children are often upset about going into classes and assemblies when they are late as they feel embarrassed.

When children arrive late this is recorded in the register, and if the problem persists parents are contacted and asked to meet to discuss the situation with the Headship Team and the Education Welfare Officer.

However, we would rather your child comes late than not at all!

The impact of lateness on your child's learning:

5 minutes late every day

3 days lost each year

10 minutes late every day

6 days lost each year

15 minutes late every day

10 days lost each year

30 minutes late every day

19 days lost each year

Be on time! Every lesson counts!