

Wallsend Jubilee Primary School

Attendance Leaflet



Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through regular attendance, pupils can:

- Build friendships and develop social groups
- Develop life skills
- Engage in essential learning and other school events
- Achieve their full potential

All parents and carers should promote good attendance and work in partnership with their child's school to provide a consistent joined up approach

What does the Law say?

All children of compulsory school age (5-16) must receive a suitable full time education. As a parent/carer, you are responsible for ensuring that this happens by registering your child at a school or making appropriate alternative arrangements. Once registered you are also legally responsible to ensure your child attends school regularly



Can my child ever be absent?


When a pupil is absent from school this will be classified as 'authorised' or 'unauthorised'.

The governing body and the headteacher decide which absences are granted as authorised. Authorised absences are only permitted for valid reasons, eg:

- Illness
- Medical or dental appointments
- Religious observances
- Family bereavements

Wherever possible, parents/carers should always try to arrange medical appointments during the school holidays or after school hours.

What are unauthorised absences?

 Unauthorised absences are those which the school does not consider essential or reasonable.

Unauthorised absences include:

- Forgetting school term dates
- Oversleeping
- Absences which have not been explained
- Arriving at school after the register has closed
- Keeping children off unnecessarily or without explanation
- Day trips or family outings
- Holiday
- Birthday celebrations

Holiday during term time

The school cannot be expected to authorise an absence for a holiday during term time.

Taking holiday during term time means that the pupil will miss important school time, both educationally and for other school activities. It will be difficult for the pupils to catch up on the work when they return to school. Only in **exceptional circumstances** may a holiday be authorised during term time—and this will be at the discretion of the headteacher, in consultation with and fully supported by the chair of governors



Lateness



Good attendance does not just involve being present in school;

it also includes punctuality. You have a responsibility to ensure that your child arrives to school on time every day.

All pupils are expected to be in school by 8.55am so the register can be taken and closed at 9.00am. If a child is later than this and the register has been closed, they will receive a late mark, which counts as an unauthorised absence.

How can you help?

You can help in many ways:

- Encourage good attendance by making sure your child attends school regularly
- Make sure your child knows the importance of school and that you do not approve of absence for school apart from when they are too unwell to come to school
- Inform us on the first day of your child's illness
- Co-operate with school to make sure your child overcomes any attendance issues.
- Discuss planned absences with the headteacher.
- Only take your child out of school during term time when the absences has been authorised

Every Minute Counts

LOST TIME REALLY ADDS UP!

If your child is late it affects their start of the school day and they will be playing catch up. Look at the time lost from lateness across the course of an academic year!

| | |
|--------------------------|---------------|
| 5 minutes late each day | 3 days lost |
| 10 minutes late each day | 6.5 days lost |
| 15 minutes late each day | 10 days lost |
| 20 minutes late each day | 13 days lost |
| 30 minutes late each day | 19 days lost |

Attendance Matters!

Don't underestimate the importance of 100% attendance. Even one day of school missed can have an effect on learning:

- 98% attendance means **4** days of school have been missed
- 95% attendance means **10** days of school have been missed
- 90% attendance means **19** days of school have been missed
- 80% attendance means **38** days of school have been missed - that's nearly **seven school weeks!!!!**



Please support our drive for excellent attendance

Traffic light system



Each term your child's attendance will be monitored and you will receive an attendance letter in the first week of the new term telling you what zone your child's attendance falls into.

RED ZONE

All students whose attendance falls below 80% will be included in this category. A meeting will be set up with the headteacher and the parent/carer to ensure attendance improves. A four week monitoring period will begin.

AMBER ZONE

All pupils with between 80% and 93.99% attendance in Autumn term, and 80% and 94.99% at the end of the Spring and Summer term will be included in this category. A four week monitoring period will begin. If no improvements are made in that period, a meeting will be set up between the headteacher or Behaviour Guidance and Support Assistant to look at ways of improving attendance.

GREEN ZONE

All student whose attendance is 93% and above in term 1 is in the green zone as are those whose attendance percentage is at 95% and above at the end of Spring and Summer term

**GOOD ATTENDANCE =
GOOD LEARNING**