



## St Mark's CE (A) Primary School

### Attendance Matters Information for Parents and Carers.

**School gates open at  
8.30am**

**Teaching starts at 8.45am**

Home School Link Worker - Mrs S Khan.

Attendance Leader - Mrs M Johnstone

Educational Welfare Officer -

Mrs Michaela Hill

**School telephone number**

**01782 234411**

### **Absence during term time**

**Please avoid making routine medical appointments during the school day (doctors, dentists, opticians)**

No holidays are authorised. If an application is made a meeting will be arranged to meet the EWO Mrs Hill and HSLW Mrs S Khan. There are 190 statutory school days a year, so there are 175 other days (13 weeks) of school holidays and weekends.

In the case of a family emergency requiring your child to miss school, please contact the school as soon as possible.

If children require prescribed medication 4 times a day, please take all medication to the office and complete a consent form. Medicine should NOT be given to the child to take into school.

We thank you in advance for all your hard work and support in relation to this matter. For further information, please see our website.

**'Every day, half day and lesson matters.'**

**We expect at least 96% attendance by all pupils in our school.**

High attendance is important in giving pupils the best chance of being successful at school and achieving their end of year expectations or better.

High attending pupils are able to get involved in the entire range of school life and all the different activities that are on offer in order to ensure they reach their full potential.

High attending pupils are able to develop:  
high levels of achievement in their work.

better social skills

better friendship skills.

**High attendance is particularly important:**

- At the start and end of the school year when moving up to the next stage of their education.
- Before and during examinations.
- Throughout the year when valuable teaching and group work is taking place that cannot be repeated.

## What to do if your child cannot attend school

**Please contact the school office on the first day of absence before 9am on 01782 234411 and choose option 1.**

Please explain the reason for absence and give an estimate of how long your child is likely to be absent. If you have not informed the school office of your child's absence by 9am on the first day of absence a text message or phone call will be made. If your child's attendance drops below **96%** a letter will be sent home to inform you and you may be invited to attend an attendance clinic with Mrs S Khan and our Education Welfare Officer in order to set targets to ensure that this improves.. Poor attendees will be supported by the Educational Welfare Officer. Where attendance is a cause for concern the EWO will visit the home to offer support on how to improve attendance. Poor attendance can lead to prosecution. Parents have the legal responsibility to ensure that their children are in school during term time.

**Children who are absent, should not be out in public places during the time 9.00am - 3.00pm.**

## Examples

Zak's attendance rate is always around 90%

He thinks this is pretty good! However, this actually means ....

He is absent from lessons for the equivalent of a half day every week!

That is 16 days a year or 3 weeks 1 day an academic year. 90% attendance for your child through Primary and Secondary school means they will have missed **a whole year** off school during their education.

Inayah's attendance rate is always around 80%

She thinks that this is ok! However, this actually means ....

She is absent from lessons for the equivalent of one day every week.

That is 38 days a year or 7 weeks 3 days an academic year, a whole half term! 80% attendance for your child through Primary and Secondary school means they will have missed **two years** during their education!

**For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, by 8.40am every day the school is open unless the reason for the absence is unavoidable.**

**Together we can strive for excellence.**

Our school contact for any issues relating to school attendance is our Home School Link Worker, Mrs Shabana Khan.

All pupils in our school are aware of the attendance target. Each week during our awards assembly a trophy and Wii time is awarded to the classes above 96%. This is on display in the hall. Individual pupil attendance is shared with pupils every week. Green certificates are given out each half term for pupils who have achieved 96% -100% attendance and entered into a raffle to win a **£10 gift card.**

Children who achieve 100% attendance for the whole year receive an **attendance trophy** and their name is entered into a prize draw to win a **£50 gift card.**

We also monitor **lateness** rigorously as children need to be in school by 8.40am. **Lessons start at 8.45am** . Children who are late are signed in with a reason for their late arrival. **Parents will also be given a slip to fill in with the reason as to why they are late** Parents may also be invited to a meeting with Mrs Johnstone , Mr Nicholls or the EWO about persistent late arrival to school.