



PARENTS GUIDE TO:

Attendance



Parent Guide No 2

'...achieving excellence for ourselves and others'

Attendance

It is obvious but true:

Children who attend school every day make better progress and achieve more than those who miss some days or weeks of learning in a term.

In line with the National Curriculum, teachers plan and teach lessons across all subjects in termly blocks of six or seven weeks. Clearly if a child misses several days or even weeks of this learning their progress and achievement will be compromised.

Children Missing Education Officers visit all schools regularly to check on pupil attendance. They look for key indicators of children with below 90% and below 80% attendance, to follow up.

To help parents, and to raise the profile of school attendance for all, our school send letters to parents if a child's attendance falls below each of these indicators in any term.

At Christmas, Easter and the end of the School year, Headteacher Achievement Certificates, Gold, Silver and Bronze, are issued to those children who have maintained 100%, over 98% and over 96% attendance respectively.

Certificates will also be issued to children where their attendance is thought to have improved considerably as the year has progressed.

Attendance achievement is always celebrated in Key Stage Assemblies.

If your child is ill...

If your child is unwell and unable to attend school please telephone the office with a message. Reasons for absences need to be confirmed by a note to the teacher when the child returns to school.

You may also wish to refer to the 'Parent guide to sickness and medication'.

Recording Attendance Information

In line with Government directives, notified absences for legitimate reasons are recorded as 'authorised absences', all other absences are recorded as 'unauthorised absences'

Attendance data is recorded onto a computer system at the end of each week with reminder letters automatically generated, to parents, if the reason for an absence has not been input.

The school attendance officer monitors the attendance on a week by week basis and will liaise with the Headteacher, class teacher,

Children Missing Education Officer and/or the school nurse as necessary.

If at any time you are concerned about your child's level of attendance then please feel free to make an appointment to see either the class teacher or Headteacher.

Liz Holmes is our school nurse and she can be contacted at Paulton Hospital on 01761 408 111 should you wish to seek further advice.