



# **Attendance Guidance for Parents & Carers**

## Why is good attendance so important?

- There is a link between poor attendance and under achievement.
- Pupils who have good attendance enjoy all the social benefits of school.
- It is important that pupils start school with good attendance and punctuality habits that they will need for secondary school and the workplace.
- We provide attendance information to secondary schools. This also includes any appeals to grammar schools.
- As a parent or carer, you are legally responsible for ensuring that your child receives a full-time education. Failure to do so could lead to fines or even a community or custodial sentence.
- We will systematically follow up any concerns about attendance working in partnership with Slough Borough Council's Attendance Service.
- Our school will use Fixed Penalty Notices if necessary to improve attendance

<b>175 NON SCHOOL DAYS EVERY YEAR = 175 DAYS TO SPEND ON HOLIDAYS, FAMILY TIME AND OTHER APPOINTMENTS</b>					
<b>190 SCHOOL DAYS IN A YEAR</b>					
	10 days absent	12 days absent	19 days absent	20 days absent	38 days absent
190 days at school	180 days at school	178 days at school	171 days at school	170 days at school	152 days at school
100%	95%	94%	90%	> 90%	80%
<b>GOOD</b> Best chance of success		<b>CONCERN</b> Less chance of successful learning		<b>PERSISTENT ABSENCE</b> Action needed	

## What counts as good attendance?

- 95% attendance is in line with national averages although we would like our pupils to exceed this.
- Pupils with 90% attendance will miss almost 4 weeks of school every year. This is over 100 hours of learning.

## Leave of Absence During Term Time

- Claycots School will not authorise any leave of absence during term time as directed by the Department for Education - DfE.
- In extreme circumstances the Headteacher may consider an individual request taking into account the attendance and punctuality of the child/ren.
- The school holiday dates are published a year in advance and are available on the website and from the school office. Family holidays need to be booked within these dates and are not deemed extreme circumstances.

## **Requests for compassionate leave will only ever be authorised for periods of 5 days or less (one school week).**

Requests must be made in writing.

## Monitoring

We monitor attendance closely and will always follow up unauthorised absence. If we are concerned about a pupil's absence, we will take one of the following steps:

- Send a letter outlining the level of attendance and the expectations for attendance, along with next steps.
- Contact parents and arrange a meeting to discuss the concerns.
- Make a referral to the Attendance Service at Slough Borough Council.

## The Attendance Service can:

- Arrange formal meetings to discuss attendance concerns and set targets for improvement.
- Issue fines- currently £120 per parent, per child



- Take legal action that could lead to imprisonment.

**All absence must be reported to the school office:**

[enquiries@claycots.com](mailto:enquiries@claycots.com)

Britwell: 01753 521215

Town Hall: 01753 531415

**Why is punctuality important?**

- If your child is late by just 5 minutes every day that adds up to over 3 days lost each year.
- Being 15 minutes late is the same as being absent for 2 weeks in one year.
- Persistent latecomers will be monitored by the school and the Local Authority in the same manner as persistent absentees

**Absence and Lateness**

- The school registers close at 9:00am, any children who have not arrived by then are absent.
- Parents must notify the school of an absence by 8:45am.
- For illness lasting more than 5 days, the school will require evidence from a doctor, either a note or a prescription will suffice.
- A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for an absence.
- If a pupil is absent without explanation when the register is called, school staff will contact the parents on the same day. Such an absence may indicate that a child is missing or at risk.
- We will take any necessary steps to reduce this risk, including contacting the Police if appropriate.