

Longstone Primary



Attendance Policy



ATTENDANCE AND LATENESS

Obviously, from time to time, pupils may have valid reasons for absence and lateness such as being unwell or a breakdown in transport; however, it is really important that – otherwise - your child attends school every day on time.

Interrupted learning due to absence or lateness has a negative impact on learning and the impact is significant when attendance falls below 90% -see the table below:

| % | SCHOOL DAYS MISSED | OUTLOOK FOR YOUR CHILD | |
|------|---|------------------------|---|
| 100% | 0 Days | Excellent | Gives your child the best chance of success. |
| 95% | 9 days of absence or 1 week and 4 days learning missed | Satisfactory | |
| 90% | 19 days of absence Or 4 weeks and 4 days of learning missed | Poor | Less chance of success. Makes it harder to progress. |
| 85% | 27 days of absence Or 5 weeks and 3 days of learning missed <u>*ALMOST HALF A TERM MISSED*</u> | Very Poor | Serious implications on learning and progress. |
| 80% | 36 days of absence Or 7 weeks and 3 days of learning missed <u>*HALF A TERM MISSED*</u> | Unacceptable | |
| 75% | 45 days of absence Or 9 weeks and 1 day of learning missed <u>*ALMOST 1 WHOLE TERM MISSED*</u> | Unacceptable | |



MONITORING ATTENDANCE AND LATENESS

We monitor attendance regularly and contact parents when we have concerns about a child's attendance and/or when attendance falls below 90%. When attendance falls below 85%, we can make a referral to the Education Welfare Service (EWS) who support families where there are attendance issues.

We also monitor lateness regularly and contact parents when we have a concern.

We understand that there may be many different reasons why a child has low attendance or is late to school and we like to take a supportive approach. We always ask to meet with families as a first step to see what we can do to support improved attendance and punctuality.

TERM TIME HOLIDAYS

The council's policy followed by all schools is that the majority of family holidays taken during term time should be categorised as Unauthorised Absence. However, under exceptional circumstances, and provided the parent has made a written request to the Head Teacher, the school can authorise a family holiday of not more than two weeks duration, during term time. Such circumstances may include:

- *A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.*

Under the council's policy, a family holiday cannot be authorised for the following reasons:

- *Parental difficulty obtaining leave (unless evidence is provided by the employer that leave cannot be accommodated during school holidays without serious consequences).*
- *The availability of cheap holidays or of desired accommodation.*
- *Poor weather experienced during school holidays.*
- *Holidays which have overlap at the beginning or end of term.*

Please contact Mrs Pearston or Mrs Masson if you would like more information.