



# Attendance

At Newlyn School we place great importance on good attendance and punctuality. We know that a child's attendance has a direct impact on their learning. Those children who are regularly absent from school and regularly late do not achieve their potential and do fall behind in class. Please support the school in this by ensuring that your child attends school regularly and arrives ready to learn and on time by 9am (doors open at 8.40am).

**Attendance matters! It is important that your child gets to school on time and aims for 100% attendance!**

## Lost Learning due to Poor Attendance

The chart below identifies the possible amount of lost learning due to poor attendance. How does your child compare?

| Attendance school year | = number of days absent | Approx weeks absent | Number of lessons missed |
|------------------------|-------------------------|---------------------|--------------------------|
| 90%                    | 19 days                 | 4 weeks             | 100 lessons              |
| 80%                    | 38 days                 | 8 weeks             | 200 lessons              |
| 70%                    | 57 days                 | 11.5 weeks          | 290 lessons              |

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

Nationally primary pupil attendance is around **96%**. This means that a child needs to attend school for at least 177 out of 190 days to meet national expectations.

## Types of Absence

Every half-day absence from school, by law, has to be classified as either **authorised** or **unauthorised**. This is why information about the cause of absence is always asked for.

### Authorised Absences

These are mornings or afternoons away from school for a valid reason such as illness, emergency medical or dental appointments (routine appointments should always be made out of school hours) and emergencies.

### Unauthorised Absences

An absence is classified as Unauthorised if the reason was not recognised as acceptable. The Department for Education (DfE) and Local Education Authorities provide information for schools as to what is acceptable and what is not.

Examples of reasons that would **not** be accepted:

- A birthday
- A shopping trip
- Day trips
- Holidays – unless have been agreed as exceptional circumstances



## What to do if your child is absent from school

Contact the school office on the first morning of absence and notify us of the absence and provide a reason. Messages can be left on the answer phone.

If school does not receive a notification on the morning of day one, a text message will be sent asking you to contact the school. If school has not received a response, then we may carry out a home visit on day two.

## Promoting Attendance and Support

We believe that working together with parents is the best way to result in positive attendance outcomes for our children. We have lots of high profile rewards and systems in school to promote good attendance and punctuality with the children. Certificates are given termly in recognition of good attendance with gift tokens and certificates being awarded to those children who also achieve this over the whole year. We also have a weekly class attendance competition with the winning class in each key stage being awarded a weekly certificate.

Our Headteacher and Attendance Lead are happy to work with both children and families to improve attendance and punctuality. Come and talk to us if you are having problems.

## Attendance Monitoring

As attendance and punctuality is so important to us, we cannot be complacent where there are instances of unacceptable, low pupil attendance, or if pupils are regularly late to school.

We will adopt measures and involve external agencies if the level of attendance requires us to do so. Letters are sent to **all** parents where attendance is below 90%. If there is not an improvement in attendance then you may be asked to come into school for a formal meeting to discuss the matter further. Continued unauthorised absences could then result in a penalty notice being issued by the Education Legal Intervention Team (ELIT) and in some cases legal action being taken.

## Holidays in Term Time

**As a school, we are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.**

Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to the school in advance. To do this please come in to the school office to complete the necessary Absence Request application.

Parents may receive a penalty notice if their child is absent from school without permission.

We appreciate the challenges that some parents face when booking holidays, particularly during the school holidays. However, regular attendance at school is vital in helping children and young people to achieve their full potential and get the best possible start in life.

## Punctuality

It is very important that all children arrive on time. School doors open at 8.40am every morning. Please note that if children are regularly late, a parent will be expected to attend a meeting to look at how punctuality can be improved.



The school day starts at 8.40am. The main gate and entrance door are both opened.

8.40am

Your child has arrived in good time to meet their friends and are ready for the school day to begin.

9am

The school gate will close

9.01am

Your child is late and has missed the beginning of the school day

9.05am

5 minutes late means 3 days lost a year

9.10am

10 minutes late means 6 days lost a year

9.20am

20 minutes late a day means 12 days lost a year. Any pupil arriving after 9.20am is an **unauthorised absence**. Class registers closed in the office

Children find arriving at school late upsetting and they miss out on important opportunities.

Please work with the school to provide your child with the best chances of learning by ensuring they are in school every day on time.



Thank you for your cooperation

