

HINTS AND TIPS

Help your child develop a routine. In the evenings, a routine of homework, tea, watching TV, reading, getting bag ready for the following morning and plenty of sleep. In the mornings, having breakfast helps to speed up the metabolism which makes children more alert and ready for learning. Arrange a table or desk that your child can use to do homework on, with plenty of light and a glass of water; the brain works better when hydrated. Take an interest – ask questions, suggest help and encourage.

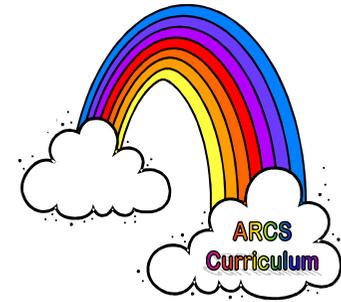
Illness – if you are unsure, speak to your child's teacher in the morning. It will help your child develop the right habits for the world of work; where absence and lateness are rarely tolerated.

Reward your child. We reward your child at school for good attendance and attainment, you could add your own rewards at home to show that we share these same values.

Help your child to be successful at school and work. Emphasise the importance of having a good school attendance record which is quoted on job references.

Where can I find out more?

Phone our school	0151 477 8570
School Attendance Service	0151 443 5130



Evelyn C.P. School

Guidelines of Attendance For Parents/Carers

Evelyn Avenue,
Prescot,
Merseyside, L34 2SP

0151 477 8570
evelyn.de@knowsley.gov.uk

Updated Sept. 2011
Sept. 2013
Oct. 2015

The staff at Evelyn C.P. hold high attendance as an important element in the life of the school. As a parent/guardian it is vital that you pass the message on to your child that being in school is extremely important. In this way we will be working in partnership.

What is Authorised Absence?

This is when a child is absent from school but is authorised to be absent by the headteacher. Authorisation will be given if the absence is for an acceptable reason and for a reasonable amount of time i.e. sickness, and if the school is notified.

What is Unauthorised Absence?

This is when a child is absent from school either for a trivial reason e.g. shopping, birthday treat, trips, non-urgent medical or dental appointments; or if the school is not notified, or if the child arrives after the close of registration (9.20) for the morning session - 1.40pm (KS1) or 1.45pm (KS2) for the afternoon session.

Only the school can **AUTHORISE ABSENCE.**

Registration Times

Children are allowed in to school from 8.40am. Registration is at 8.50. The importance of being punctual for this is stressed by all staff.

If children arrive between 8.55am and 9.20am they will be marked late. (Classroom doors do remain open until 9am to facilitate swift entry at the start of the day. If your child arrives after 9am please use the front entrance and record your child's late arrival in the book provided. This is for Health and Safety reason, eg. fire drills).

If they arrive after 9.20am they are recorded as an "Unauthorised absence".

Conclusions

It is very rare that our school has serious attendance problems.

Our attendance is very **PLEASING.**

Attendance is high profile in our school.

Good attendance is rewarded.

Parents are always welcome in our school to discuss issues with either the headteacher or class teacher. An appointment can always be made either by phone call, letter or in person and the parent will be seen immediately if it is a matter of urgency.

We want to work in partnership with you to aim for high attendance figures for all our children.

Request for Leave of Absence

From 1st September 2013, the new DFE (Department of Education) law gives **no entitlement** to parents to take their child on holiday during term time.

Any application for leave must only be in **exceptional** circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.

Headteachers would not be expected to class any term time holidays as exceptional.

Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday during term time without consent from the school. From September 2013 these Notices now cost £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days.

A standard proforma available from the school office should be used when applying for leave in **exceptional circumstances**.

Punctuality

Punctuality is a life skill which the School promotes. If a child is constantly late i.e. more than once a week for 4 consecutive weeks, the class teacher will talk to the child about the importance of promptness. If lateness persists the headteacher will write to the parent and they will be invited in to school to discuss the problem.

What to do in the case of absence

Please telephone school on the first day of absence to explain why your child is not in school and inform us of the expected date of return. At the beginning of each year we issue each child with 6 standardised "absence notes" which a parent should complete when your child is absent, and brought into school on their return.. More may be obtained from the school administrator. These will be recorded and kept on file.

Medical appointments should be made outside school hours other than in exceptional circumstances.

Absence to attend an urgent appointment in school time will be given on production of an appointment card or notification by parent/guardian.

A note or telephone call will not automatically guarantee authorisation. e.g. Illness of course does authorise absence. Trivial reasons do not. In exceptional circumstances e.g. bereavement, we will exercise discretion. Such an absence will be agreed by the parent and headteacher, but after this, any continued absence will be deemed unauthorised. Authorised and unauthorised absences will appear on a child's End of Year report in July.

Children occasionally feel they do not want to attend school. This could be for many reasons. Whatever this is, please contact the headteacher or class teacher so that this can be resolved quickly. Bullying is very rare at our school, but if it arises it is identified as soon as possible and tackled immediately.

When a child is in school we expect them to participate in all lessons including P.E. and swimming. If a child for some reason is not able to undertake P.E. or swimming we request that you send a letter to the class teacher to explain this. Similarly with regard to staying in at playtimes.

Our expectation is that pupils attend school **REGULARLY** i.e. over 95% attendance. This equates to 2 weeks absence over the school year. 85% attendance equates to 6 weeks absence (a full half term).

Legalities

Under Section 444 of the Education Act 1996, parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child at the school where he/she is a registered pupil.

The legal position on authorised absence is followed by our school.

Pupils are required **BY LAW** to be in school and we will take a firm line on absenteeism.

The law states that a child must attend school "regularly" and "punctually."

A school must be satisfied that the reasons for absence and length or pattern of absence are acceptable.

Parents will be informed if the school is concerned about their child's absence level. If it is less than 85% a referral to the E.W.O. (Education Welfare Officer) will be made which will mean he/she will visit the home.

Our school and E.W.O. will then work in partnership to support a child and their parent/guardian to improve

Frequent feedback will be given.

Parents are legally responsible for their children's attendance and can be prosecuted if they fail to discharge this duty.

The legal sanctions are as follows:

A fine of up to £2,500 per parent.

Other possible consequences include:

Being given a Parenting Order

Being issued with a penalty notice of £50 (or £100 if not paid within 28 days)

We **WANT** your child in school in order to educate them fully.

Attendance Rewards

Every Wednesday during assembly, individuals and groups are praised for outstanding levels of attendance. Our Easter Family Achievement assembly provides an opportunity for children with 100% attendance in the year to date, to receive a certificate and a prize.

In our December Family Achievement assembly, children who have achieved 100% attendance for the previous year receive a reward.

Sustained outstanding attendance, eg 3 years and over, gaining special recognition.

Constant praise is given to children from all staff about good attendance and punctuality.

(Stickers and verbal praise are offered as rewards).