

Why is good attendance & punctuality so important?

The Facts

- Taking 10 days absence for family holidays in an academic year means that the maximum attendance your child can achieve is 94.7%.
- Towngate Academy expects that ALL children will achieve a minimum of 95% attendance regardless of their year group. Every stage of a child's education is of equal importance.
- Regular attendance at school is a legal requirement and it is vital if your child is to benefit fully from their education.
- Any absence can disrupt your child's education, whether through illness or holidays in term time.
- Everyday your child is absent they miss important lessons (summer born children already have 2 full terms less than autumn born children)
- It is very easy to fall behind with work, but very difficult to catch up.
- Having an education will give your child the best possible start in life.
- Two weeks absence means that your child loses 60 hours of learning which they can never get back. Your child could miss a whole topic which will not be revisited.
- A two week holiday during term time every year of your child's life equals almost two full terms of education missed over their whole school career.
- Friendships suffer – during two weeks absence social groups change – your child may not fit back into the same friendship group on his/her return.

Parents Responsibilities

As a parent, you have a legal responsibility to ensure that your child attends school regularly.

You must make sure that your child:-

- Arrives at school on time
- Attends regularly

Please make sure that your child leaves home on time, if travelling any distance please allow ample time for traffic or other delays.

To help parents who have children in different Key Stages, Key Stage 2 staff will be on the junior playground from 8.45 am where juniors can line up ready to go in.

PUNCTUALITY

The law states that children should arrive at school on time, everyday. Schools are legally required to take a register of pupils first thing in the morning and at some point in the afternoon. We do this between 8.50 – 9.00. On a morning the register will remain open for 10 minutes – if a pupil is late but the register is still open they are marked as late. This is between 9.00 – 9.10. The register will be closed after 10 minutes and if a pupil arrives after this time this will be classed as unauthorised absence; any time after 9.10. If a pupil has a period of 10 lates in the academic year, the school has the right to record any further lates as unauthorised absence. Poor punctuality is unacceptable and persistent lateness will be referred onto the Education Welfare Service and parents may risk legal action.

Any children who are dropped off by parents at school late must be brought into school by a parent so they can be signed in. This is to ensure that accurate reasons for lateness are recorded, and also to ensure that children arrive safely in school.

School Responsibilities

To work with parents to encourage regular attendance and punctuality of their child.

A record of attendance must be kept giving the exact reason for the child's absence

If no reason is provided by parents (by telephone, in person, in writing) the absence will be recorded as unauthorised (DfES class this as truancy) and will remain on the child's record.

If your child is absent, it may be that school will contact you to establish the reason for absence.

The school will promote and encourage good attendance via its reward system.

The school and Education Welfare Officer will conduct attendance checks throughout each half term.

Children with poor attendance records and lateness will be monitored and followed up by the academy and/or Education Welfare Officer. In extreme cases absence could lead to official warnings or even prosecution and fines. This information can be transferred to the high schools.

Who to contact in case of absence:

If your child is absent please contact school either in person or by telephone as soon as possible on the first day of absence. If you have not made contact by 9 am, you should receive a phone call from either our Learning Mentor, Attendance Officer or member of the administration team to find out the reason for your child's absence.

Please try to arrange doctors/dental/hospital appointments out of school hours. You should provide the administration office with a copy of your child's appointment letter where this cannot be fulfilled.

The Local Authority's policy not to authorise holidays during term time has been adopted by the Academy. Government advises that you should not take your child out of school for family holidays during term time. The regulations make it clear that parents have no right or entitlement to take their children out of school for family holidays.

School holiday and term dates are available on the Academy website:-

www.towngateprimary.co.uk

TOWNGATE PRIMARY ACADEMY

ATTENDANCE MATTERS WORKING TOGETHER

