

Rowlands Gill Primary School

Attendance Information Leaflet



Why is attending school important?

- To learn and have fun
- To make new friends and socialise
- To experience new things in life
- To develop new skills
- To achieve
- To build confidence and self esteem
- To embrace new challenges
- To develop awareness of other cultures, religion, ethnicity and gender
- To understand the world we live in



Parents/carers have a legal duty to ensure that their children of compulsory school age receive suitable full time education.

It is important that parents/carers work in partnership with school notifying the school office immediately of any reasons for their child's absence and highlighting any concerns so they can be addressed promptly to help resolve any issues/barriers to a child attending school.

It is vital that parents/carers encourage their children to regular and punctual attendance at school.

Every day a child is absent from school equates to a day of loss of learning. The law expects children to attend school 95% of the academic school year. 5% absence from school = 9 school days missed that is 1 week and 4 days of learning.

If your child is to attend a medical appointment in school time please provide a copy of the letter/card to the school office so the absence can be authorised.

If you are taking your child out for any holidays, trips or other circumstances please call to the school office to complete a leave of absence form for the days required.

Lateness



At Rowlands Gill Primary the school day begins at **8.57am**. Pupils arriving after that time must come in via the school office and the attendance will be marked as late.

Children who are persistently late are missing a significant amount of learning. It also impacts on teaching time, other pupils in the class, the flow of the lesson and it can be embarrassing for the late pupil themselves.

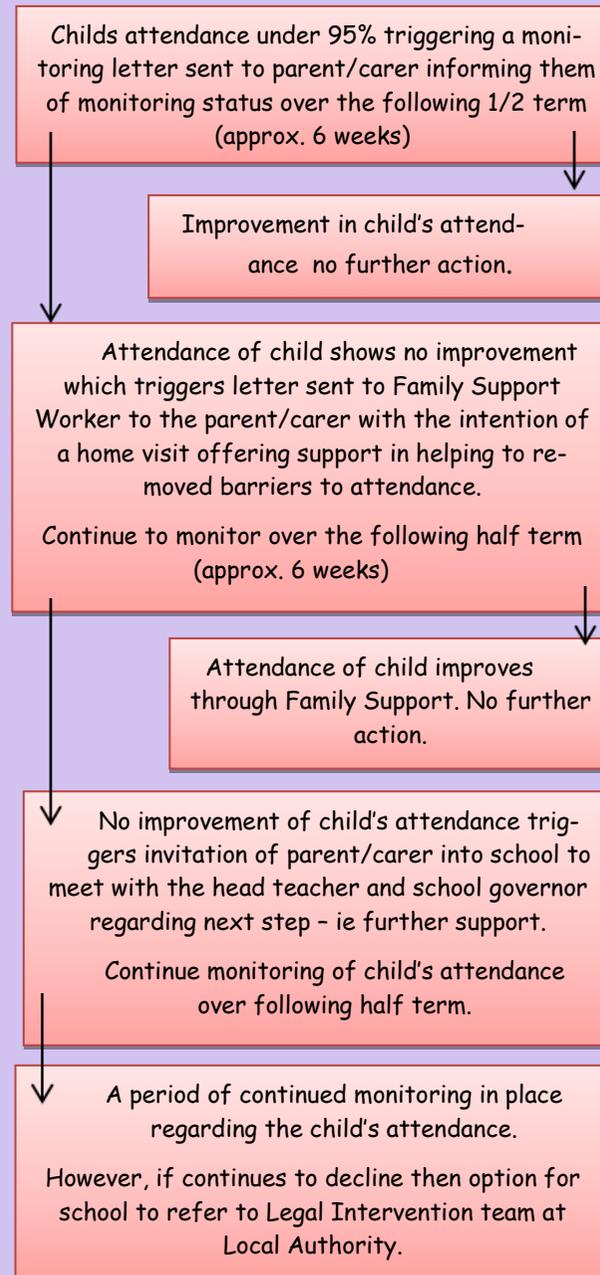
Where there are frequent incidents of lateness (10 or more in a year) parents/carers will receive a letter/visit from our Family Support Worker to address, support and resolve the issue.

What can you do to improve your child's attendance?

- Make sure your child arrives at school on time.
- Avoid making routine medical and dental appointments during the school day.
- Take an interest in your child's education. — Ask about school work encourage them to get involved with school activities.
- If you suspect your child is unhappy at school inform the school at the earliest opportunity so you can work with them to resolve any difficulties.

Attendance Flow Chart

Under 95% Attendance



Authorised and Unauthorised Absences

If your child is absent the school will decide whether the absence is authorised or unauthorised depending on the reason given for the absence. If no reason is provided to school we will mark the absence as unauthorised.

Examples of authorised absence:

- * Sickness
- * Unavoidable medical or dental appointments
- * Days of religious observance
- * Exceptional family circumstance
- * Approved sporting activity

Examples of unauthorised absence:

- * Birthdays
- * Day trips
- * Holidays taken in term time
- * Arriving late for school

If you would like support or need to discuss any school, home or family issues please contact school to get in touch with Julie Patterson our family support worker.

School Tel: **01207 549 359**