

# **School Attendance**

**Information for  
Parents & Carers**

## A Message From School

Pendragon Primary School places a high priority on regular attendance and punctuality.

With this in mind, we have produced this booklet to keep parents up to date with useful information and advice in helping your child to gain the most from their education.

We rely heavily on parents to work in partnership with us to support pupils in attending school, and hope that the information provided will support you with any issues which may affect your child's attendance and punctuality.

It is important that we help the children develop their own positive experiences of school, to ensure they achieve their full potential.

We hope you find this booklet useful.

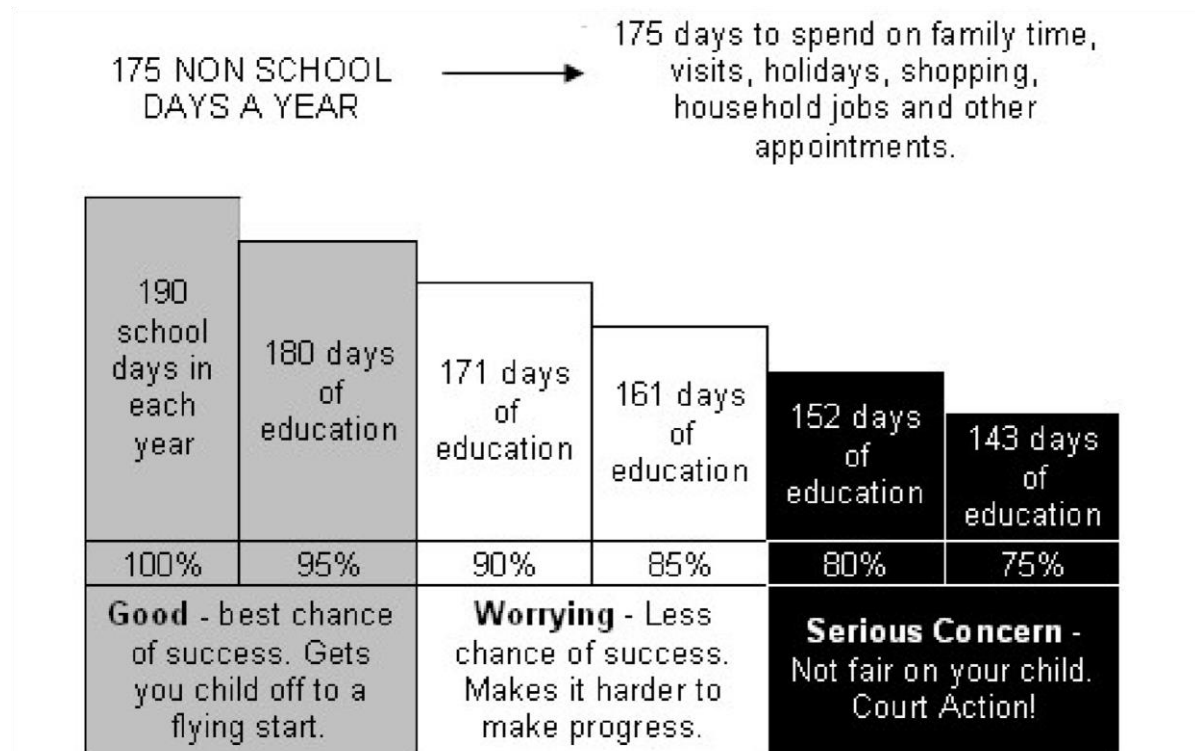
## Attendance and The Law

As a parent, you are responsible for ensuring your child attends school regularly.

Parents are **committing an offence** if they fail to ensure their child's regular attendance at school. This may lead to a penalty notice or prosecution.



## Days off school add up to lost learning:



Please don't let your child miss out on the education they deserve.

**EVERY SCHOOL DAY COUNTS!**



## WHY IS ATTENDANCE IMPORTANT?

<u>ATTENDANCE</u>	<u>NUMBER OF DAYS ABSENT FROM SCHOOL</u>
100%	= FULL ATTENDANCE
93%	= 13 DAYS
90%	= 19 DAYS
85%	= 38 DAYS
75%	= 47 DAYS

1 DAY ABSENT = 5 HOURS OF LEARNING MISSED 3 DAYS  
ABSENT = 15 HOURS OF LEARNING MISSED 1 WEEK ABSENT  
= 25 HOURS OF LEARNING MISSED 2 WEEKS ABSENT = 50  
HOURS OF LEARNING MISSED 3 WEEKS ABSENT = 75  
HOURS OF LEARNING MISSED

An exam result of 90% would be a good achievement,  
however, in relation to school attendance, it means you  
have missed 95 hours of learning during one academic year!

**IF A PUPIL HAD 80% ATTENDANCE THROUGHOUT  
YEARS 1-6, IT WOULD EQUAL MISSING A FULL  
YEAR OF SCHOOL!**

**REMEMBER.....**

**EVERY SCHOOL DAY MATTERS; EVERY SCHOOL DAY  
COUNTS.**

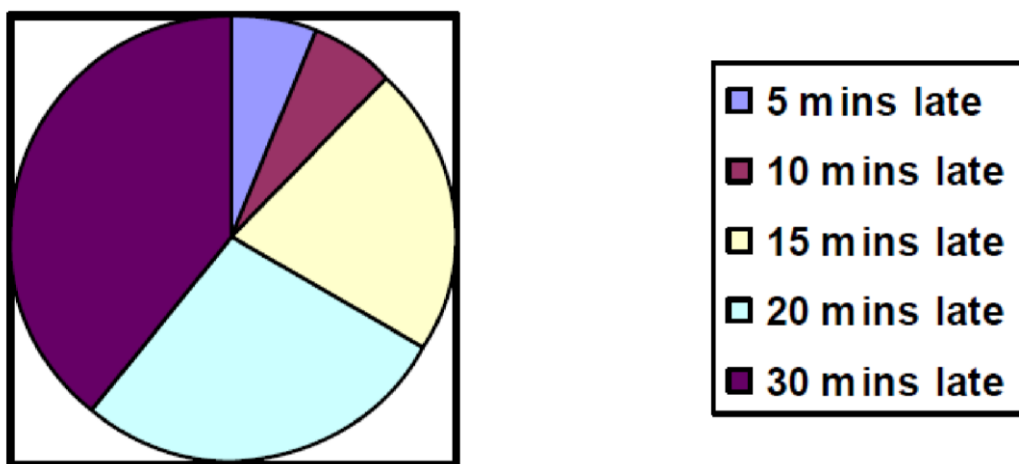
## LATENESS

**Being late adds up to a loss of learning.**

If you are late every day, that adds up to over three days lost each year.

Fifteen minutes late is the same as being absent for two weeks a year.

Being late every day can add up to a lot of lost learning time.



Please help your child to be punctual.

**If you are worried about your child's attendance, please talk to us at school about it.**

## If Your Child is Absent from School:

The procedure for reporting absence is:

- On the first day of absence, parents contact the school office to inform school of the reason for the absence and to advise of a date for their return.
- The School operates a system of First Day Contact, which means if you fail to contact school and your child is absent, you will be contacted by the school.
- Pupils need to be in their classroom at 8:55am and anybody arriving after this time will be registered as late. Arriving late can have a detrimental effect on your child's learning, as they miss the beginning of lessons.
- If you are worried about your child's attendance or punctuality please talk to school about it.



## **Frequently Asked Questions**



### **Q. Why is attendance so important?**

Evidence shows that if a child does not attend regularly:

- They cannot keep up with their class work.
- They do not achieve the results they deserve
- They miss out on the social side of school and can have problems maintaining friendships.

### **Q. My child has 90% attendance, that is good isn't it?**

No, in relation to the amount of days absent over a year this would equal 19 days absence, nearly four weeks off school.

### **Q. My child has odd days off now and again, surely they are not going to miss too much?**

These odd days can surprisingly add up and during this time they could be missing out on crucial learning.

### **Q. My child is only absent when she is ill.**

- If your child is ill you need to contact school to let them know.
- If your child is persistently absent due to illness, we may request medical confirmation e.g. Doctors certificate.

### **Q. What difference does it make if my child is a few minutes late?**

- Arriving late causes disruption and can be embarrassing for the child.  
E.g. Walking into class when everyone is working.
- By arriving late, they can miss the initial teacher input which would make it difficult for them to understand the lesson.

### **Q. I would like to book a holiday in term time, how many days am I entitled to?**

No holidays will be authorised during term time.