



## Attendance Information for Lady Bankes Families

*'Every child is entitled to access full time education every day, attendance matters, let's help our children reach their full potential'.*

At Lady Bankes Primary School we pride ourselves on our excellent attendance and punctuality and our students look forward to attending school and arrive on time every day.

### Going to school - Why it's so important!

School attendance is important because the law requires it. As a parent you are legally responsible for making sure your child gets a full time education. This means registering your child at school and making sure they attend regularly.

Lots of people think that missing the odd day at school here and there can't do much harm. But even taking a short amount of time off can mean that your child misses out on aspects of the curriculum that might not be revisited until the next school year. Children who miss school are missing out on the social side of things which might affect their ability to make and keep friends, affect their confidence to attempt new work and work alongside others.

Please see the table below to explain how this effects your child's attendance.

%	Days Absent	%	Days Absent
85	29 days off	93	13 days off
86	27 days off	94	11 days off
87	25 days off	95	9 days off
88	23 days off	96	7 days off
89	21 days off	97	5 days off
90	19 days off	98	4 days off
91	17 days off	99	2 days off
92	15 days off	100	0 days off

*Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time. Children who miss school frequently can fall behind with their work and do less well in exams later on in life. Good attendance also supports children to make and build strong relationships.*

We would expect your child's attendance to be above 95% which has been set by the Department of Education and is stated in our school attendance policy for the next academic year.

We monitor every child's attendance at school. We look at all the reasons for a lower attendance figure for a child before contacting parents. A copy of your child's attendance record is available, on request, from the school office.

### Continued absence

What happens if there are persistent absences?

You will be invited to attend a meeting at school to discuss the situation where you can discuss any difficulties or ongoing medical problems your child may have. A support plan may be offered.

If attendance drops to below 80%, then the matter may be referred to the local authority attendance team.

### If your child is too ill to attend school

Please contact the school office before 9.30am with full details of your child's illness/symptoms. Please either call 01895 634180, email the absence email [absence@ladybankes.school](mailto:absence@ladybankes.school) or text. If we do not hear from you, we will text you to find out why your child is not in school and we may treat the absence

as unauthorised. When reporting your child's absence, please include their name, class and reason for absence in any email or message. This saves us a lot of time and is much appreciated. If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

### **Absence through Medical Appointments**

Tell the school in advance of any medical appointments and these must be accompanied with a proof of appointment which you can either send to us by email or bring a letter to the main reception.

We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments will affect your child's percentage attendance. We do understand that some appointments, such as hospital consultations, are not always possible to arrange outside of school hours. However if your appointment time allows your child to come to school for registration and then leave, this will have a positive impact on their attendance figure. Likewise if they are able to be back into school for afternoon registration this will also have a positive impact.

### **Absence during term time will not be authorised except in exceptional circumstances.**

If you choose to take your child out in term time, please complete an exceptional leave form which can be obtained from the main reception and Mrs Needs will be in contact with you by email.

**No holidays during term time will be authorised and in certain circumstances a School Holiday Penalty Fine may be incurred from the Attendance Support Team at the Local Authority.**

### **Lates**

Punctuality is also highly important. Pupils who arrive late to school are not only losing learning but also disrupting the learning of others as they arrive late for lessons. Every day counts but every minute is also important. Being 15 minutes late each day is the same as missing 2 weeks of school.

Pupils do not like being late into school and we witness how upsetting it can be for them. Children can also miss important information during registration including the plan for the day. We want to prevent this. We want to help our families get their children to school on time. Here are some things you can try:



- Have everything you/your child needs for school prepared the night before.
- Ensure that your child goes to bed at a reasonable time so they are not too tired to get up in the morning.
- Ensure your child has a good night's sleep by minimising their use of devices at bedtime.
- Have a consistent bedtime routine for your child.
- Set an alarm to allow plenty of time for your morning routine in getting to school on time.

- ◇ School starts at 8.30am
- ◇ Registers close at 8.40am
- ◇ Arrival after 9.30am is recorded as unauthorised.
- ◇ School finishes at 3pm, please be prompt to collect your child.



Thank you for your support in helping to raise our school attendance. If you would like any support or advice on attendance or punctuality, please contact us we have always had an open door policy and we are all here to help you as much as possible.

**Mrs Smith**  
**Attendance Officer**