## Illness

We understand children get poorly. Its important children don’t attend school if they are ill. If your child is sick please let the office know and follow our absence procedures.

## Absence = Lost Learning Opportunities

Good attendance is being in school at least 95% of the time, this is between 180 –

190 days each academic year.

**Our whole school attendance target for all pupils is 96%**

|  |  |  |
| --- | --- | --- |
| **Attendance percentage** | **Days missed over a school year** |  |
| **100%** | **0 days** | **No Concern** |
| **95%** | **10 days** | **Anything below 95% is a cause for concern; we will be monitoring your child’s attendance closely and discussing this****with you. .** |
| **90%** | **19 days** |
| **85%** | **29 days** | **PERSISTANT ABSENCE****A formal approach will be taken. This****may include issuing a fine.** |
| **80%** | **38 days** |

**Attendance matters, every day your child spends in school counts.**

Roundwood Primary School Attendance and Punctuality

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***Every child has the right to an education***

***The UN Convention on the Rights of the Child Article 28***

Being in school is important to your child’s achievement, wellbeing, and wider development. [Evidence](https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4) shows that the students with the highest attendance throughout their time in school gain the best outcomes

**We aim for ALL pupils to achieve above 96% attendance**

# Attendance Procedures

**Absence**

If your child is going to be absent from school, please remember to phone or e-mail the school office by 9:00am at the Tingewick site and 9:15am at the Gawcott site.

**If we do not receive a response** by 10.00am, a member of the school will call all contact numbers the school holds for the child. If the school is unable to talk to a parent/carer by 10.15am, and we have safeguarding concerns about your child we may have to contact children’s services, the police or carry out a home visit. If we cannot locate your child and we are concerned about their safety, we will follow safeguarding procedures.

## Planned Absence

Attending a medical or dental appointment will be counted as authorised absence as long as you notify the school in advance of the appointment.

However, we encourage you to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

# Punctuality

**Punctuality is just as important as attendance.** School starts at 8.45am at the Tingewick site and 9:00am at the Gawcott site. It is important that your child arrives at school on time. This supports them to learn good timekeeping, reduces classroom disruption and ensures that they do not lose out on any valuable learning or support time. Children who arrive late are often disconcerted and take a while to settle to learn. If your child arrives late they must enter the school through the main reception.

# Taking a holiday / day off during term-time

Parents and carers have a legal responsibility to ensure their child attends school regularly. We closely monitor ALL children’s attendance. Holidays taken during term time WILL NOT be authorised by the school. Children should attend school every day, even if it is their birthday.

If you are taking your child out of school during term time, you will need to inform us in advance by completing a leave of absence request. Your request may be granted as an exceptional circumstance which will enable us to authorise your child’s absence.

Finally, please be honest with us if your child is absent. The children are very honest and will tell us and their friends why they have been off.

# Monitoring attendance

We monitor attendance and absence data weekly, half-termly, termly and yearly and for some children, we monitor their attendance daily / weekly. This helps us identify whether or not there are particular groups of children / individuals whose absences may be a cause for concern.

We send home attendance letters termly where we have a cause for concern, and may involve the local authority assessment team with our concerns.

All parents will receive their child’s yearly attendance figure in their end of year report.

# Safeguarding

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues such as neglect, and exploitation. If your child is persistently absent, we may need to consider if there are any safeguarding concerns that could explain their absence, if there are, we will follow safeguarding and Child Protection procedures.