

ATTENDANCE MATTERS

Bocking Primary School recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible.

It is the responsibility of parents, pupils and all staff to promote regular attendance. To help us focus on this we will:

- Give parents/carers details on attendance in our newsletter;
- Report to parents/carers annually on attendance within the annual report;
- Contact parents/carers should your child's attendance fall below the schools expectation;
- Celebrate excellent attendance



| ATTENDANCE PERCENTAGE | HOURS OF LEARNING LOST IN A YEAR |
|-----------------------|----------------------------------|
| 90% | 95 HOURS |
| 85% | 145 HOURS |
| 80% | 190 HOURS |
| 75% | 230 HOURS |

Having 90% attendance is the same as missing half a day every week for the whole year. 85% attendance throughout primary school is equivalent to losing a whole school year.

TYPES OF ATTENDANCE

Understanding different types of absence



Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required and it is a legal requirement. Each half-day is known as a 'session'

Authorised absences are morning or afternoons sessions from school for a genuine reason such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Where attendance concerns have been highlighted, you may be required to provide medical evidence for these absences to be recorded as authorised.

Unauthorised absences are those which the school and the governors, following Government guidelines, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings including penalty notices and/or direct referral to the Magistrates Court.

Unauthorised absence may include:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- children who arrive at school too late to get registered;
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- family holidays

RESPONSIBILITIES

Parents/carers are responsible for informing the school of the reason for absence before 9am each day by telephoning the office on

01376 322650

This procedure should be followed every day of their child's absence

If attendance problems do develop, the school expects parents/carers to work together with the attendance officer and /or Home School Liaison Officer to support them.

Wherever possible parents should provide medical evidence that their child is ill/having treatment . e.g. doctors letter, appointment card, prescription, which will copy and keep on file.

If a child is absent and we have not received a call from parents we will phone to find out the reason for absence and may also carry out a visit to the home.



LEAVE OF ABSENCE

Pupils **do not** have a statutory right to 10 days leave of absence per academic year. The school may consider approving a request for leave of absence against strict criteria given by the Local Authority, **only if there are exceptional circumstances.**

Applications for leave of absence should be made using the appropriate form (available from the office) before formalizing any arrangements. Parent/carers should be aware that, should the request for leave be refused and the parents willfully remove the child from school, the Missing Education and Child Employment Service may issue a penalty notice of up to £120 for each parent for each child.

If a child misses more than 10% of school within a year, they are known as a persistent absentee. This is equal to at least 19 days of absence over the year, whether authorized or unauthorised.

Unauthorised absences are a cause for concern and are likely to trigger contact with our attendance officer.

Further Information on all of the information within this leaflet can be found in the schools Attendance Policy , found on our website or available from the school office.



BOCKING CHURCH STREET PRIMARY

Headteacher

Miss D Tatlow

Home School Attendance Officer

Mrs E Brydges

Home School Liaison Officer

Mrs S McCormick

01376 322650

www.bockingstreet.essex.sch.uk

ATTENDANCE MATTERS

BOCKING CHURCH STREET PRIMARY SCHOOL

