

## What if I am concerned about my child's attendance?

If you are concerned about your child's attendance then you can arrange an appointment with your Attendance Officer who will be able to assist you, alternatively both Attendance Officers are on the gate every morning rain or shine.

Mrs K Roberts is the Lead Attendance Officer across the Sheerness West Federation and is responsible for attendance at West Minster Primary School.



Miss S Fullbrook is the Attendance Officer responsible for attendance at Rose Street Primary School.



Alternatively you can contact the school's link School Liaison Officer on 03000 418860 who will be happy to help.



## Attendance Percentages

The school year is made up of 190 days.

How much education has your child missed?



Attendance during one	Equates to days absent	Which is approximately
94%	10 Days	2 Weeks
90%	19 Days	4 Weeks
85%	29 Days	6 Weeks
80%	38 Days	8 Weeks
75%	48 Days	10 Week
70%	57 Days	11.5 Weeks
65%	67 Days	13.5 Weeks

### How we celebrate good attendance?

#### Weekly

Class attendance 97%+ Non School Uniform & Attendance Certificate

#### Termly & Yearly

95%-97% Bronze Certificate

97%-99% Silver Certificate

100% Gold Certificate & Badge

100% for an entire year receives a gift voucher & in a draw to win a bike!



## Sheerness West Federation

## Attendance Guide



If you are a parent of (or are responsible for) a child aged between 5 & 18 who is registered at school, this information explains your responsibilities for making sure he/she attends school regularly.

## Why must my child go to school regularly?

- It gives your child the best possible start in life.
- They will be able to keep up with their learning.
- They will have better future employment prospects.
- Be at less risk of becoming victims of crime.
- Be less likely to become involved in anti-social behaviour.
- It is the law.

## Why is it important for my child to be punctual?

- Persistent lateness can be legally counted as unauthorised absence, which can.....
- Cause disruption to the rest of the class
- Cause embarrassment to the child.
- Make it harder for the child to settle they may have missed vital instructions.
- Being 15 minutes late each day during an entire school year is the same as missing two whole weeks off school.

### Being on time:

- Shows a pupil is ready and willing to work.
- Helps develop a sense of responsibility.
- Forms good habits.

## A pupil has 90% attendance. What does it look like?

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AM	PM								
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**90% attendance is the equivalent of being absent from school one half a day EVERY WEEK!**

**One school year at 90% equals FOUR WHOLE WEEKS of missed lessons!**

**If the same pupil continues to attend only 90% of the year at school they will miss a total of 24 weeks.....over HALF A YEAR LOST!**

## Is 90% Attendance good enough?

Your child's school attendance is something that is often mentioned, but doesn't come with much explanation of the impact it has upon your child's education.

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. The Local Authority and schools have an expectation of at least 96% attendance for all pupils.

Attendance is closely linked to your child's progress and 2007 data has shown that fewer than 52% of 11 year olds with an average of 12 days or more absence achieve level 4 in English and Maths compared to 84% with 6 days or less.

## Responsibility

It is the parents/carers responsibility to ensure that your child goes to school regularly and arrives on time.

If your child is ill, contact the school on the first day of your child's illness and any subsequent days. This is to be followed up with a written reason, if this is not received it will be recorded as unauthorised. Staff will be concerned if they do not hear anything.

We expect pupils to attend school every day when the school is open and where there are more than 10 sessions or 5 days unauthorised absence in a 50 day period, the school may request a Penalty Notice.

**West Minster Primary call 01795 662178 or text 07874873901.**

**Rose Street Primary call 01795 663012 or text 07874873801 .**

Staff know your children well and will always contact you if they feel it necessary.

## Not all ailments require a day off

Most children can still attend school even if they have a runny nose, sore throat or tummy ache, just like we have to when we go to work.

If your child's illness lasts for longer than 2 days we ask that Medical evidence is provided upon their return.



## The Local Authority Revised Code of Conduct

The revised code of conduct effective from April 2017 states changes with regard to penalty notices for unauthorised absences.

Please refer to the Kelsi website for more information on attendance.

10 incidents of late arrival or unauthorised absences within 100 consecutive sessions may result in a Penalty Notice being raised from KCC. All leave of absences are to be requested in writing at least 2 weeks prior to the leave.

From September 2013 the Department for Education amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise a leave of absence. Requests for leave of absences in term-time will not be authorised as the Regulations only allow Head Teacher's to authorise absence (leave) in "exceptional circumstances".