



Every School Day Counts!

Clapgate
Primary School
Inspiring Young Minds

The key to academic success is very good attendance.

Reporting Absence

All absences must be reported to school before 9a.m. each day by calling 0113 271 6700 or by reporting the absence via Parent Mail.



If your child is absent from school for illness, please provide medical appointment cards or copies of prescriptions/medication. Without these, absences may not be authorised.

- ⇒ Absences of 5 or more days will not be authorised without medical evidence.
- ⇒ We ask that all routine appointments are made outside of school hours.
- ⇒ Any form of unauthorised absence may be subject to a fine from the local authority.
- ⇒ No unexplained absence will be authorised by school.
- ⇒ If a child has below 94% attendance, no absence will be authorised without proof of illness.
- ⇒ Registers are checked daily and the attendance team will follow up with absentees. To ensure all children are safe, home visits and welfare checks may be carried out when a child is absent in the following circumstances:
 - * parents/carers can not be contacted
 - * the school and Local Authority are monitoring attendance
 - * they are safeguarding concerns

Why is your child's attendance at school so important?

- ⇒ Your child will receive the full-time education they are entitled to.
- ⇒ Your child will be in a safe learning environment.
- ⇒ Your child will achieve better academic progress
- ⇒ Your child will have a much wider range of opportunities when they leave school

Clapgate Primary School would like all our students to aim for



Every School Day Counts

Days off school can lead to lost learning. Gaps in your child's education can mean they may not achieve their full potential.

OUT OF 365 DAYS IN A YEAR, 175 ARE NON SCHOOL DAYS

That means there are 175 days to spend on family time, visits, holidays, shopping, household jobs...

Holidays During Term Time

Clapgate Primary School will not authorise holidays during term time. Lost education cost so attendance is very important to both us and your child.

Attendance during one school year	Equal days absent	Which <u>is</u> approximately weeks absent	Absence over 5 years
96%	8 days	2 weeks	¼ year
90%	19 days	4 weeks	½ year
80%	38 days	8 weeks	1 year

Holiday requests must be made on the leave of absence form that is available from the main office and returned to the Head Teacher Mrs Singleton.

Parents/carers may receive a penalty if their child is absent from school without permission regularly. Penalty notices are issued per child per parent at a rate of £60 per notice to be paid in full in 21 days. If not paid, the penalty notice increases to £120 to be paid in 7 days or local authority casework may be started.

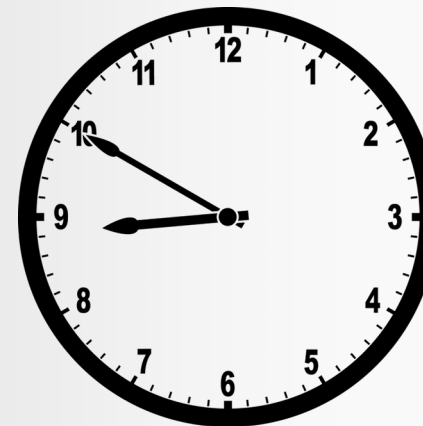
Punctuality

Getting to school every day on time is very important.

At the start of the day the teachers deliver inputs to the children; these inputs are vital to children's learning. If these are missed, it can make it difficult for children to understand the lessons and therefore will have a negative effect on their learning.

REGISTRATION STARTS AT 8:50A.M.

Children who are late must be signed in at the school office.



Good Time Keeping Matters

Did you know that being 15 minutes late to school each day is the same as missing 2 weeks of school?!

LOST MINUTES = LOST LEARNING

Every day counts but every minute is important.

Over one full academic year:

5 minutes late = 3 days lost.

10 minutes late = 6.5 days lost.

15 minutes late = 10 days lost.

20 minutes late = 13 days lost.

30 minutes late = 19 days lost.

Being on time is a good thing!

Being on time:

- ⇒ Gets the day off to a good start with everyone in a positive frame of mind
- ⇒ Helps your child make the most of their learning and sets positive patterns for the future
- ⇒ Helps children develop a sense of responsibility both for themselves and for others
- ⇒ Helps your child make and keep friends
 - ⇒ Improves self-confidence

Some things that help:

- ⇒ Help your child to get everything ready the night before
 - ⇒ Allow plenty of time to get to school
- ⇒ Discuss with neighbours friends or family if you have problems getting your child to school. Can they help?
 - ⇒ Establish a good bedtime routine
- ⇒ Make sure your child gets enough rest and is not distracted by too much time on the computer or watching TV. We are advised that the hour before sleep time should be screen free as the blue light in screens can disrupt sleep patterns

Think Twice!

Not sure whether to send your child in to school?



We are always here to help and advise you from 8am.
Just call 0113 271 6700

Think Twice— Every Day Counts

The NHS gives the following guidance about the need to keep children at home if they are suffering from the following illnesses:

Condition	Absence
Rubella/German Measles	Children should stay at home for 6 days after rash appears
Measles	Children should stay at home until 4 days after rash appears
Slap Cheek	No need to keep at home if they seem well
Scabies	Child should not attend school until whole family have completed their first treatment
Chicken Pox	Stay at home until the last spot has crusted
Hand, Foot and Mouth	No need to keep at home if they seem well
Ringworm	No need to keep at home if they seem well
Scarlet Fever	Stay at home until 24 hours after starting antibiotic treatment
Conjunctivitis	No need to stay at home
Head Lice	No need to stay at home
Tonsillitis	No need to stay at home
Sickness	24-48 hours from last episode of vomiting depending on how your child feels
Diarrhoea	24-48 hours from last episode of diarrhoea depending on how your child feels
Impetigo	Until all sores are crusted and healed, or 48 hours after starting antibiotic treatment

A common-sense approach is always advised and school office staff are always available to discuss any health-related absences

Excellent Attendance Rewards

Every parent will be sent their child's attendance report each half term. This is for parent information and guidance.

Attendance Incentives

Attendance badges and pop-up shop incentives will be given each term. These incentives will focus on that term's attendance, nothing prior. Each child can start with a fresh slate every term and have something to work towards. Medical appointments will not be counted as absences if evidence has been provided.

Badges for children with 96% or above attendance each half term or above

Full house posters on door

Teddy/Trophy for the class with the best attendance each week

Children who have 96% or above each term will receive a golden ticket for the pop up shop

End of Year Certificates with ice cream van for all those with 96% and above for the year.

Wow!



Full House Posters

If all children in the class are present, the class will receive a full house poster on the classroom door for the day to signify this achievement, and SLT will be informed.

Teddy/Trophy

In KS1 and KS2 phase assemblies, phase leaders will talk to their phase about attendance, and the class with the most full houses that week will be rewarded with a teddy (KS1) or trophy (KS2).

Attendance Badges and Bands

Each term, children who have achieved 96% attendance for that term will receive a band (KS1) or badge (KS2) to symbolise their excellent attendance.



Golden Ticket

Each term, children who have achieved 96% attendance for that will receive a golden ticket to spend at the pop-up shop.



End of Year

At the end of the school year, anyone with 96% or above attendance will receive a certificate and visit the ice cream van during the final week.



Knowing Your Child's Attendance

Half Termly Attendance Report Cards

To keep parents aware of their child's attendance regularly throughout the year, parents will receive an attendance report card at the end of each half term. This is to keep you updated about your child's attendance and remind you what attendance triggers are in place.

Attendance Triggers

96% or above: Well done! This is the target set by the Local Authority.

92% or below: This is a concern, and improvement will need to be made over the coming weeks. Absences that are not evidenced will be unauthorised.

90% or below: This is classed as persistently absent by the Local Authority. A formal monitoring process will begin in school, and any absences that are not evidenced will be unauthorised.

Our monitoring processes only apply to children with a large proportion of unauthorised absences. We understand that some children will have low attendance for reasons out of your control (e.g. medical needs or a sustained period of illness). Attendance will always be looked at on an individual basis.

We are aware that nursery children are not of compulsory school age. However, their attendance is still monitored. Low attendance is proven to significantly impact a child's well-being and progress.

How is poor attendance dealt with?

Formal Monitoring

If your child's attendance falls below 90% or they have more than 5 unauthorised days off within a 12 week period then it could trigger an internal monitoring process by the school and the local authority for this academic year.

If once a monitoring process starts, a child's attendance continues to follow the same pattern or parents do not attend meetings to work with the school to improve their child's attendance, the formal proceedings of 'Fast Track' or 'Casework' will be undertaken.

The 'Fast Track' process could lead to a £120 fine per parent per child.

The 'Case Work' process could lead to a £1000 fine, court ordered parenting classes or criminal charges.

This is obviously something we would like to avoid, so if you have any concerns regarding your child's attendance and would like some support in any way, please feel free to arrange a meeting with the attendance officer to discuss this further.

Attendance Matters



Did your child get off to a bad start with attendance this year due to illness or other reasons?

- ◇ There is still plenty of time to improve the figure as the year goes on.
 - ◇ We are here to help.
- ◇ Please don't ignore the problem because it won't go away.
- ◇ We really care about your child's attendance because we know what an impact it has on your child's education and welfare.
 - ◇ Please work with us.
- ◇ Remember that if your child arrives after 9:30, this is a whole session missed. This is a government rule.
- ◇ Our aim is to have no child with avoidable persistent absence. Please help us achieve this goal!

How is attendance calculated?

A rough guide to the figures

Attendance Percentage	Category	Days missed in the whole school year	Explanation
96% and above	Meeting school target	No more than 7 ½ days	Where we want children to be to thrive at school.
95%	Close to school target	No more than 8 ½ days	Nearly there! We understand that some children won't be able to reach 96% and this is still good if it is all for genuine reasons (illness).
94%	Possible cause for concern	11 days	If your child has had a serious bout of illness (for example 2 weeks off all at once) this would be understandable, however if the absence is made up of lots of odd days, it starts to be a worrying picture for attendance.
90%-93.9%	Low attendance	11 ½ - 18 ½ days	This could be understandable if your child has a medical problem or has been very poorly for one long period of time but is extremely worrying if it is due to lots of odd days missing school.
90% or below	Persistent absence (government definition)	19 days	This is the equivalent to being off for at least a session every single week of the school year. If a child ends up with below 90% attendance, this is usually due to the child having odd days off on a very regular basis and we know that this is particularly damaging to a child's education and welfare. Only very rarely does a child have this much time off school due to genuine illness.

***If your child is off in the year 20-21 due to coronavirus (for example isolating), these days are taken out of the figures (X codes). This will change the figures above.**

DIY Attendance Calculator

Take the number of half day sessions your child has attended and divide it by the number of possible half day sessions then multiply by 100.

Example:

Child A has 10 days (20 sessions) off in a year.

There are 190 days in a school year (380 sessions)

So Child A has been in school for 180 days (360 sessions)

To work out the percentage for Child A you would do the following:

$$360 \div 380 \times 100 = 94.7\%$$



It's Never Too Late To Improve...

Your child may have poor attendance at the beginning of the school year, but if they have no absence later in the year, they may still meet our school target or avoid having poor attendance by the end of the year. It is never too late to try to improve attendance—every bit helps.

Look at how your child's attendance can improve over the year.

Sessions/days absent in first half term	15 sessions/ 7 ½ days then no further absence	19 sessions/ 8 ½ days then no further absence	22 sessions/ 11 days then no further absence	37 sessions/18 ½ days then no further absence
How attendance can improve over the year	Your child can reach 96% even if they have had 7 ½ days off at the beginning of the year!	Your child can reach 95% even if they have had 8 ½ days off at the beginning of the year!	Your child can avoid being below 94% if they have no more than 11 days off at the beginning of the year.	Your child can avoid being 90% or below if they have no more than 18 1/2 days off at the beginning of the year.
% at end of Autumn 1 (possible sessions)	78.6%	72.9%	68.6%	47.1%
% at end of Autumn	89.1%	86.2%	84.1%	73.2%
% at end of Spring 1	92.4%	90.4%	88.9%	81.3%
% at end of Spring 2	94.1%	92.5%	91.3%	85.4%
% at end of Summer 1	95.2%	93.9%	92.9%	88.1%
% at end of Summer 2	96.1%	95%	94.2%	90.3%
End of year category	Meeting target	Close to target	Possible cause for concern	Low attendance but not persistently absent

If you are struggling with attendance, we want to meet with you and discuss what support we can put into place to improve your child's attendance. As a school we are determined to avoid children ending up being persistently absent.

