



**Aston Lodge
Primary School**

Show Pride • Reach for the Stars

Attendance and Punctuality Guide for Parents

Good attendance and punctuality plays an important role in your child's education, from Foundation 1, through Primary, into Secondary and beyond.

Aston Lodge Primary School work to Government standards and expect all children to achieve an overall attendance figure of 96% for the whole academic year.



Good attendance doesn't just involve being present in school – it also involves punctuality. You also have a responsibility to ensure that your child arrives to school on time, and stays in school during the day.

How you can help:

- * Encourage and promote good attendance and punctuality.
- * Make a judgement as to whether you feel your child is genuinely ill and remains at home or is OK to attend school.
- * Celebrate your child's attendance regularly.
- * Show an interest in your child's school work, reinforcing the exciting opportunities they will encounter.

Don't underestimate the importance of 100% attendance. Even one day missed can have an effect on learning:

98% attendance = 4 school days missed

95% attendance = 10 school days missed (2 weeks)

90% attendance = approximately 20 school days missed (4 weeks)

85% attendance = approximately 30 school days missed (6 weeks)

80% attendance = approximately 38 school days missed (8 weeks)

Five minutes late each day = 3 school days missed each year

Frequently asked questions

How is my child's attendance calculated?

Attendance is recorded twice a day, in a morning and afternoon. This means a full day not at school equals two absence marks.

My child has a medical appointment. What do I do?

Try and avoid booking appointments during school time. If the appointment can only be taken during school time, try to keep your child in school before and after their appointment so they receive their attendance mark.

What do I do if my child is unwell?

Ring the school office as soon as possible, leaving a message with a member of staff or voicemail. Please state your child's name and reason for absence. You must ring every day of your child's illness. If school do not receive a message you will be contacted for safeguarding reasons.

What do I do if we go on a family holiday?

A holiday form must be completed however no holidays will be authorised. If your child's attendance falls below 95.3% you may receive a Fixed Penalty Notice of up to £120 per parent per child.

Absence Procedures

Should your child be absent from school for whatever reason, you **MUST** notify us via phone to the school office (0114 2872432 press 1 to report child's absence) before 9am. You must contact school for each day of absence giving us an update on your child's condition. If school do not know the reason for your child's absence, we will always send a reminder text to parents. If there is still no response, then school will refer this to the Education Welfare Officer who will make a home visit, as this is a safeguarding concern.

Attendance Below 96%

If your child's attendance falls below 96% for any reason, then you will receive an initial letter stating our concerns. We encourage parents to be honest and open about attendance issues – we can offer support where needed, but we do need to work together. Should your child's attendance not improve, then a further letter will be sent. We will then also need medical evidence, should your child's prolonged absence be down to ill health.

Attendance Below 93%

Should your child's attendance fall below 93% for any reason, you will receive a letter inviting you into school to discuss attendance issues with the Head Teacher. You will then be expected to attend follow up meetings every 6 weeks until attendance improves. Should you fail to attend any of these meetings then you will be provided with an action plan to follow to improve attendance. You may also receive a Home visit from the Education Welfare Officer (EWO) **IT IS IN YOUR BEST INTERESTS TO WORK WITH THE SCHOOL ON SUCH MATTERS.** Non-improvement of attendance will result in a meeting with the Chair of Governors. Intervention from the EWO will then be put into place.

Are you having problems getting your child to school or arriving on time for any of these reasons?

- Won't get out of bed in the morning
- Won't go to bed at night
- Can't find their uniform, books, school bag...
- Slow to eat breakfast
- Haven't done their homework
- Worried about a test
- It's their birthday

If so, a set routine can help:

- Have a set bedtime
- Have a set time to get up in the morning

- Have uniform and bag ready the night before
- Have a set time for starting and finishing breakfast
- Set a time for daily homework activities
- Speak about school positively Be firm, send your child to school, on time, every day including their birthday and last day of term!

If you need help getting your child to school please let us know so we can work in partnership to improve your child/children's attendance. Additionally, please see below

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early help means:

Working with our partners to improve outcomes for children, young people and families in Rotherham.

Providing support as soon as a problem develops, at any point in a family's life.

Preventing further problems arising before they can get worse through targeted support services.

www.rotherham.gov.uk/earlyhelp
01709 334905



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