

**St Chad’s CE (VC) Primary**

**Attendance Guidance for**

**Parents/Carers**

**Attendance and Punctuality**

At St Chad’s Primary School we expect all of or children to arrive at school on time. The school day begins at **8:55am**. Children arriving after this can miss vital learning and also disturb other children in the class. Children arriving late will receive a ‘late mark’ and this will be reported in their attendance report.

**The Facts about arriving late**

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| --- | --- |
| **Minutes late per day** | **Equivalent to missing** |
| 5 minutes | 3.4 school days per year |
| 10 minutes | 6.9 school days per year |
| 15 minutes | 10.3 school days per year |
| 20 minutes | 13.8 school days per year |
| 30 minutes | 20.7 school days per year |

**Late Marks – September 2019- March 2020**

|  |  |  |
| --- | --- | --- |
|  | **No. of lates** | **No. of pupils** |
| **Reception** | **16** | **5** |
| **Year 1** | **87** | **12** |
| **Year 2** | **73** | **13** |
| **Year 3** | **13** | **5** |
| **Year 4** | **54** | **12** |
| **Year 5** | **81** | **14** |
| **Year 6** | **14** | **9** |

**The Effects of Poor Attendance**

We know from experience that children who achieve less than 95 % attendance have gaps in their learning and often the poor attendance is made up of odd days lost from school. Every single day a child is absent they miss at least five lessons. These absences add up and soon amount to great deal of miss education.

**90% Attendance**- Half a day per week missed which is equivalent to four weeks per academic year.

**80% Attendance**- One day per week missed which is equivalent of half a term of absence in an academic year.

**70% Attendance**- One and a half days each week and equates to over a quarter of the academic year.

**Procedures for Absence**

If a child is absent from school, parents/carers should telephone as soon as possible before 9:30am on the first day of absence, advising us about the condition of the child and the expected length of absence.

If no message is received, then the school will contact parent/s carers in order to establish the reason for the absence If parents/carers cannot be contacted, the matter will be referred to the Education Welfare Officer and the child will receive an unauthorised absence.

The Headteacher has the right to challenge any parent’s/carer’s reasons for absence and may give an unauthorised absence.

The Headteacher is entitled to ask any parent to produce medical evidence (e.g. written prescription or prescribed medication- not over the counter medicine from a pharmacist) to validate the child’s absence at any time.

**Attendance Sept 2019- Feb 2020**

|  |  |
| --- | --- |
| **Reception** | **96.9%** |
| **Year 1** | **96.9%** |
| **Year 2** | **96.7%** |
| **Year 3** | **96.9%** |
| **Year 4** | **96.3%** |
| **Year 5** | **95.5%** |
| **Year 6** | **96.9%** |
| **Total School Average** | **96.6%** |

**We are pleased with attendance so far this year. Many thanks for your support.**