

It is well known that missing school for any reason can cause a child to fall behind in their learning or maintain positive learning behaviours which support them in being successful.

Sometimes children also find it difficult to settle back into school after a break.

In the longer term, evidence shows that reduced levels of attendance are likely to affect the progress of any child, whatever their needs or ability, and can also result in lower levels of qualifications being achieved.

We're committed to raising the levels of achievement for all children and young people and to ensuring that all children get the maximum benefit from their time at school.

For these reasons, the Local Authority strongly encourages parents to take holidays (or trips away from home for any other reason) during the school holidays, rather than during term time.

As schools are closed for 13 weeks a year it should not normally be necessary for children to miss school for these reasons. Leave of absence for any reason should only be requested in the most exceptional circumstances and requests must be made at least 4 weeks **in advance**.

For more information contact

education.welfare@stockport.gov.uk.

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

If you are concerned about your child's attendance then you can initially speak to Miss Walton the school secretary, (she could deem it necessary to make an appointment with Mrs Humphries). Together with parents, Mrs Humphries, your child's class teacher and our SENDCo, Miss Lloyd; where appropriate, we can place supportive steps to support individual circumstances

Alternatively you can contact our school's Educational Welfare Officer on 0161 4741106 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 school year	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

Unauthorised Absences

Any 10 consecutive sessions / 5 days schools have to report the unauthorised absence to the Local Authority.



High Lane Primary School

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.

If you require a copy of our Attendance Policy please refer to the our website or ask at the school office.

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 develop and maintain strong friendships.
- 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.....
- Lead to gaps in your child's learning.
- Cause disruption to the rest of the class.
- Cause anxiety for the child as they do not start the day with their peers.
- Make it harder for the child to settle as 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.
- Offer a calm and positive start to the school day.
- Helps develop a sense of responsibility.
- Forms good habits.
- Leads to good progress in learning.

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 and school experience.

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. This equates to a maximum of 7 days absence in any academic year under normal circumstances.

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, please 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. As a school we have duty of care to monitor where children are if they are not in school. Therefore, we will check in with you if this is the case.

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 3 month period, the school may request a Penalty Notice.

High Lane Primary School

01663 762378

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

If you and/or your child is struggling to attend school, please contact us as soon as possible so that we can offer appropriate support at an early stage. There are a range of strategies and services who may be able to help!

Together with parents, Mrs Humphries, your child's class teacher and our SENDCo, Miss Lloyd; where appropriate, we can place supportive steps to support individual circumstances



Not all ailments require a day off

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

If your child's illness is prolonged or reoccurring regularly for longer than 2 days we will be asking that Medical evidence is provided upon their return.



Although we would always prefer to offer support, an education penalty notice may be issued for:

- unauthorised leave of absence including holidays in term time
- parentally condoned absence where the parent is deemed capable but unwilling to address attendance problems (e.g a failure to engage with support measures)
- a parent continually failing to provide an explanation for a pupil's absence in accordance with the school's procedures
- the pupil having a record of unauthorised absences which appear to have been avoidable
- a pattern of poor attendance that develops during a pupil's final year of compulsory education
- completion of a satisfactory investigation following a truancy sweep
- a persistent late arrival after the school register has closed

This is not an exhaustive list and each case will be considered individually.