



Attendance and Punctuality at St John's Primary

Important information for all Parents

Children are expected to attend school for at least 96%.

- ☺ Attendance of 96%+ is regarded as good by Ofsted
- ☹ Attendance below 96% is cause for concern and needs improvement
- ☹☹ Children with attendance below 90% are regarded as **persistent absentees** and referred immediately which may lead to a fine being issued

Every day at school is precious

Missing school = missing out
Make the most of your child's education—bring her/him to school on time EVERY DAY

Acceptable reasons for absence



- Illnesses such as fever, vomiting and diarrhoea
- Childhood diseases such as chicken pox

*Please phone the school on your child's first day of illness, giving as much detail as possible. Please note 'sick' cannot be accepted as a reason and more details along with evidence will be required. **Please see our 'Illness Grid' for more advice.***

Patterns of absence

If your child has:

- 3 or more 'odd days' absence in any one half term and /or
- 3 or more episodes of illness in any one term and/or
- taken absence on the same days each week (e.g. Mondays or Fridays) and/or
- arrived after 9.30 a.m. more than once and/or
- attendance below 96%

a meeting will be sought to discuss ways to improve attendance and a referral will be considered.

Exceptional or special leave

Children may have one day's absence for each religious observance. In any other **emergency, exceptional or special** circumstances, parents or carers **must** make a request to the Head teacher for short periods of leave. Leave can only be authorised at the Head teacher's discretion.

In making the decision, the Head teacher will consider:

- The child's current attendance percentage
 - Previous applications and absences
- Documents are essential to support the application.***

If your child's attendance during the school year is ...	Your child would have lost approximately	Or they would have missed approximately
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	290 lessons
65%	67 days	340 lessons

Absence for a holiday



We do not encourage parents to take their children out of school for holidays during term time. However, we understand that there may be exceptional circumstances. Please contact the headteacher should you wish to discuss this.

Be on time for school



Every minute in school counts!

Being late means your child:

Misses important social time with friends before the day begins

Misses reading time or arithmetic time,

Misses time to change a book and hand in their book diary

Misses vital information at the beginning of the first lesson, making it harder to learn

Lessons start the moment the children come in

School starts at 8.45 a.m. and children come straight in to their learning.

Arrive after 9.00 a.m. and your child is marked late!

Arrive after 9.30 a.m. and your child has an unauthorised absence mark!

Early morning school routines

Arriving at 8.45 a.m. means your child :

- Is greeted personally by the classroom staff
- Can say hello to their friends
- Has time to sort out their belongings (book bag, water bottle etc) ready for the day's learning ahead
- Takes part in the early morning activities—reading, handwriting and arithmetic
- Feels happy, relaxed and settled, ready to start learning with their friends.

5 minutes late?

Arriving after 9.00 a.m. means your child:

- Doesn't have time to say hello to their friends
- Joins the lesson after it has begun, missing vital instructions
- Could start the day flustered and unsettled

6 lates = 30 minutes missed (which is the equivalent of one reading session)

Helping your child to come to school on time

Get everything ready for school in the evening



Have the same early bedtime routines every night



Get up early every morning



Eat a good breakfast



Allow plenty of travel and parking time



Aim to arrive by 8.40 a.m!

Rewards for good attendance and punctuality

- Children with 100% attendance for the whole half term receive a certificate and a small reward
- The class with the highest attendance in a week receive biscuits and a certificate,
- Every week, the names of children who have had 100% attendance the previous week go in to a raffle and they win a prize.
- Children who have 100% attendance over a whole year receive an award and a treat, such as a visit out to a Wildlife Centre.