

16 September 2024

### School Attendance Expectations

Please give your child every chance to 'Be the Best they Can Be' by working with us to ensure that they attend school every day and on time.

You can make a significant difference by:

- Setting an alarm and leaving the house in good time for the start of the day.
- Arranging medical appointments for outside of school time.
- Sending your child to school if they are a bit under the weather but are well enough to be in school.
- Sending medical evidence into school, if your child's attendance is regularly affected by illness or if they are absent for more than 3 days in a row.
- Arranging holidays during the allocated school holiday periods. Any leave of absence must be requested in advance (14 days prior to leave) and by using the correct paperwork.
- Be consistently open and honest with school if you are struggling with your child's attendance. Work collaboratively with school to implement support to improve attendance.
- Encouraging your child to form positive views about their education. They learn from you! A child who feels positive about school is more likely to want to attend every day.

### Every School Day Counts

The table below shows the link between the number of days missed in comparison to the number hours missed learning.

365 Days In A Year	190 School Days In Total	Days Absent	Number Of Hours
100% attendance	190 days attendance	0	0
97% attendance	184 days attendance	6	30
95% attendance	180 days attendance	10	50
90% attendance	171 days attendance	19	95
85% attendance	161 days attendance	29	145
80% attendance	152 days attendance	38	190

- We monitor pupils' attendance weekly and will ensure that parents/carers are informed of their child's attendance so that action can be taken as soon as possible to prevent a decline in attendance.
- 90% or below is considered **persistently absent**, falling into the category and then failing to improve can lead to prosecution, which we want to help families avoid.

Yours sincerely

*H Robinson*

Mrs H Robinson  
Attendance Officer