



## Barley and Barkway (VA) C of E First Schools Federation

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## Promoting Good School Attendance Information for Parents

### Introduction

We aim to provide a school environment which enables and encourages all our pupils to gain the maximum benefit from the education provided. There is a clear link between attendance and educational attainment: For children to flourish it is vital that they attend school on time, and every day unless the reason for absence is unavoidable.

It is vital therefore that you ensure your child attends regularly this guidance sets out how together we can achieve this.

### Why Regular Attendance is so important

There is a clear link between attendance and attainment. Any absence affects your child's education, and regular absence seriously affects their learning, disrupts teaching routines and the learning of others.

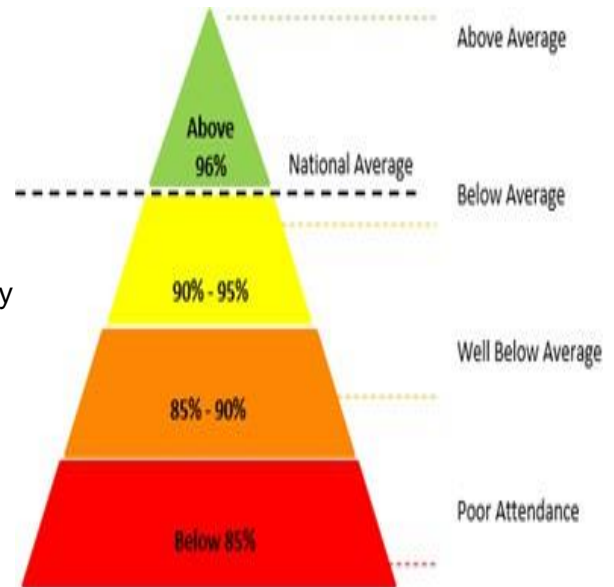
As a parent/carer you have a legal responsibility to ensure your child attends school regularly. Permitting absence from school without good cause is an offence in law and may result in prosecution.

### Promoting Regular Attendance

Creating a regular pattern of attendance is everybody's responsibility, parents, pupils and members of school staff.

To help us all to focus on this we will:

- Publish details of whole school attendance and individual class attendance.
- Report to you regularly on how your child is performing in school, what their attendance rate is and how this relates to their attainment.
- Celebrate good or improving attendance.
- The attendance of children who are below compulsory school age will also be closely monitored so that good habits of attendance are started early; and potential issues are addressed in the first stages of your child's education.



## **Telephone numbers**

There are times when we need to contact parents, including absence, so we always need to have your contact numbers. Please make sure we have an up to date number in case of emergency. Also, second contacts will be asked for.

The telephone number of the school is: Barley Office 01763 848281 and Barkway Office 01763 848283

**PLEASE CONTACT US BEFORE 9.00am TO REPORT YOUR CHILD'S ABSENCE.**

## **The Education Welfare Service**

The Education Welfare Officer (EWO) works alongside schools to address pupil related issues that may be affecting their attendance at school. The EWO and school staff monitor attendance regularly which identifies any child with attendance below 96%. Each child's circumstances are considered, and support given to improve attendance.

We ask that you contact the school at an early stage if you are experiencing difficulties with your child attending school. Working together nearly always results in a successful outcome; if difficulties cannot be resolved in this way, the school may refer to the Education Welfare Service, who can offer further support and guidance.

## **Attendance Procedures**

Registration is a legal requirement that has to be taken at the beginning of each morning and afternoon session; this enables us to monitor attendance, punctuality and truancy, target absence, publicise data within our school and give a clear and accurate picture to parents, carers and guardians.

Good attendance is regarded as above the National expectation of 96% over a 12-month period, accounting normal illnesses that a child may experience during the school year. At the end of the school year, we will send out the attendance certificate alongside the Annual Record of Achievement which will be highlighted as overleaf.

## **First Day of Absence**

If a child is unable to attend school, it is very important that we are notified either by phone or email on the first day and then updated on a daily basis before 9am. If a child is absent and the school has received no notification, school staff will make contact with home either by phone or email. In cases where no communication has been established, school staff may go out to the child's home or contact the Police.

Medical evidence will be requested after day 3 of an absence due to illness

## **How we manage lateness**

At Barley school the day starts at 8.50 am although doors open at 8.40am to allow time for your child to be in their class ready for learning.

At Barkway school the day starts at 9.00am although the doors open at 8.45am to allow for your child to be settled and ready to learn.

Any child arriving to registration after 8.50 am will need to go to Main Reception to receive their mark, stating the reasons for the lateness.

If your child is late 30 minutes or more within a 5-day period, parents will receive a letter home to inform you of any concerns.

Parents of children who are persistently late will be invited into a meeting with the school. If lateness continues you may face the possibility of receiving a penalty notice of £60

### **Holidays during Term Time**

Every school day counts towards your child's future.

Days off school add up to a loss of learning. In total there are 175 non-school days a year. This gives families the opportunity to:

- Spend time together
- Go on family visits
- Go on holiday
- Go on days out
- Attend routine appointments

The law says that parents do not have the right to take their child out of school for holidays during term time. If you take your child on holiday during term time, it will be recorded as an unauthorised absence and may result in parents being issued with a Fixed Penalty Notice.

### **Why shouldn't I take my child on holiday during term time?**

Many parents and carers think it is okay to go on holiday during term time; this has a negative effect on their children's learning and ability to achieve. If your child goes on holiday during term time, they are absent.

Absence due to illness or taking holidays results in attendance figures below:

- 10 days absence = 95% attendance
- 19 days absence = 90% attendance
- 29 days absence = 85% attendance
- 38 days absence = 80% attendance
- 47 days absence = 75% attendance

National research shows that children with over 90% attendance are more likely to gain 5 or more 'good' GCSE's or equivalent, which will improve their life chances and employability when they reach adulthood.

This means that holidays will not be authorised during term time unless the reasons are considered 'exceptional'. Family holidays, birthdays, anniversaries, weddings or holidays due to work commitments will not be considered as 'exceptional circumstances', and therefore will not be authorised.

If you choose to make an application for leave of absence during term time every application will be individually considered.

Please refer to our attendance policy on the school website for further information,  
<https://www.barleybarkway.herts.sch.uk/policies/>.