

If your child is absent from school :

1. Please phone on the first day of absence leaving your child's name, class, reason for absence. This needs to be done every day your child is absent from school.
2. Messages may be left on the school's answer phone, sent via email or delivered in person.
3. We record all reported absences so a letter from parents is not required.
4. If we have not heard from a parent by 10a.m. why their child is absent from school, we will ring all the contact numbers until contact is made.

Do they really need to miss this day?

Attendance Initiatives

- Each week, we announce the class that has the highest attendance and they receive the attendance cup.
- Half termly certificates will be given for 100% attendance and for children with good attendance (96% or above)
- Children with 100% attendance each half term will be entered into a half termly prize drawer
- Children with improved attendance will receive a certificate

What is considered poor attendance?

Ofsted set a target of achieving 96% attendance. Anything below 90% is classed as persistent absence and is a serious cause for concern.

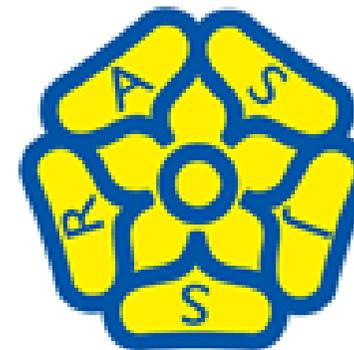
Attendance Monitoring and Reporting Procedures

At the end of each half term we identify all those pupils whose attendance has fallen below 90% and issue a letter informing parents. If the attendance continues to be of a concern, an attendance target is set.

Persistent concerns may result in a referral being made to the Educational Entitlement Service. **It is a criminal offence under section 444 of the 1996 Education Act to fail to secure the regular attendance of a child who is a registered pupil of the school. On conviction, the magistrates' court may impose a fine or imprisonment, or both.**

Northamptonshire County Council also require us to refer all children who have 5 days (10 sessions) (**either consecutive or within a six week period**) of unauthorised absence to them. The outcome could be a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £60 per parent/adult for each student if paid within 21 days, increasing to £120 if paid after 21 days but within 28 days of issue.

An Attendance Guide for Parents, Carers & Children



If you have any concerns about your child's attendance, please come in and talk to us.

CONTACT DETAILS

Tel: 01933 353762

Email :
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or for Wendy
w.watts@alfredstreet.northants.sch.uk

At Alfred Street Junior School, we are committed to providing a full and efficient education to all. For a child to reach their full educational achievement, a high level of attendance is essential. This leaflet outlines the absence procedures and the School and Local Authority responses to poor attendance.

Why is good attendance Important?

Students will:-

- Keep up with work
- Understand the lessons
- Get better qualifications
- Have good friendships
- Expect to get higher paid jobs and careers

Types of Absence

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and exceptional and unauthorised where no explanation is given or unacceptable reasons are given.

Authorised

- Genuine illness resulting in unavoidable absence
- Religious observance
- Close family bereavement

Reasons for absence

Medical/Dental Appointments:

Wherever possible, please aim to arrange these outside of school hours. However, we know this is not always possible. Where children need to attend such appointments, please complete a request for absence form and indicate in advance whether s/he will be returning to school. Medical and dental appointments count as authorised absences, so we ask that, where possible, you bring evidence of the appointment e.g. text confirmation, appointment card/letter.

Unauthorised

- Looking after relatives
- Staying at home for deliveries/workmen
- Shopping
- Having a birthday
- Oversleeping
- Holidays
- Days out
- Parental illness

Government guidelines prevent Head Teachers from granting any leave of absence during term time, unless there are exceptional circumstances. (A family holiday during term time does not fall into the category of 'exceptional circumstances').

Impact of poor attendance

Students will:-

- Not understand lessons
- Fall behind with work
- Achieve less
- Get poorer qualifications
- Lose friends
- Be more likely to get into criminal activities
- Cause court action for their parents

How does attendance impact upon attainment?

- 90% attendance in a year means over **100 lessons** have been missed.
- 90% attendance **every year** means that more than **one year** of schooling is missed.
- **Absent from school means absent from learning.**

