



St John the Baptist RC Primary School

Addressing School Absence

Did you know that schools are measured on their attendance figures as well as their attainment and test results?

So when we do not achieve certain percentages the attendance consultants, DfE and OfSTED expect to see improvements. Please take the time to read the following information and help us to continue to improve.

Reducing Illness Days



- When a child has a day off we must be notified by a parent or carer as to why. Therefore, please call us each morning your child is off. The absence will be marked as unauthorised absence until we receive a valid explanation or if requested evidence.
- If your child is saying they do not feel well and you are unsure about whether it warrants a day off, please send them to school. If they are truly ill we will ring you.
- If your child has to have a medical or dental appointment in

school time please do your best to have it after 2pm and then your child can have their registration mark for the afternoon before you pick them up. If it needs to be a morning appointment please try and bring them to school first to get their mark and then return them to school afterwards.

- Please be aware that if your child arrives **after 9.15am** (when the registers close) this will be marked as an unauthorised absence.



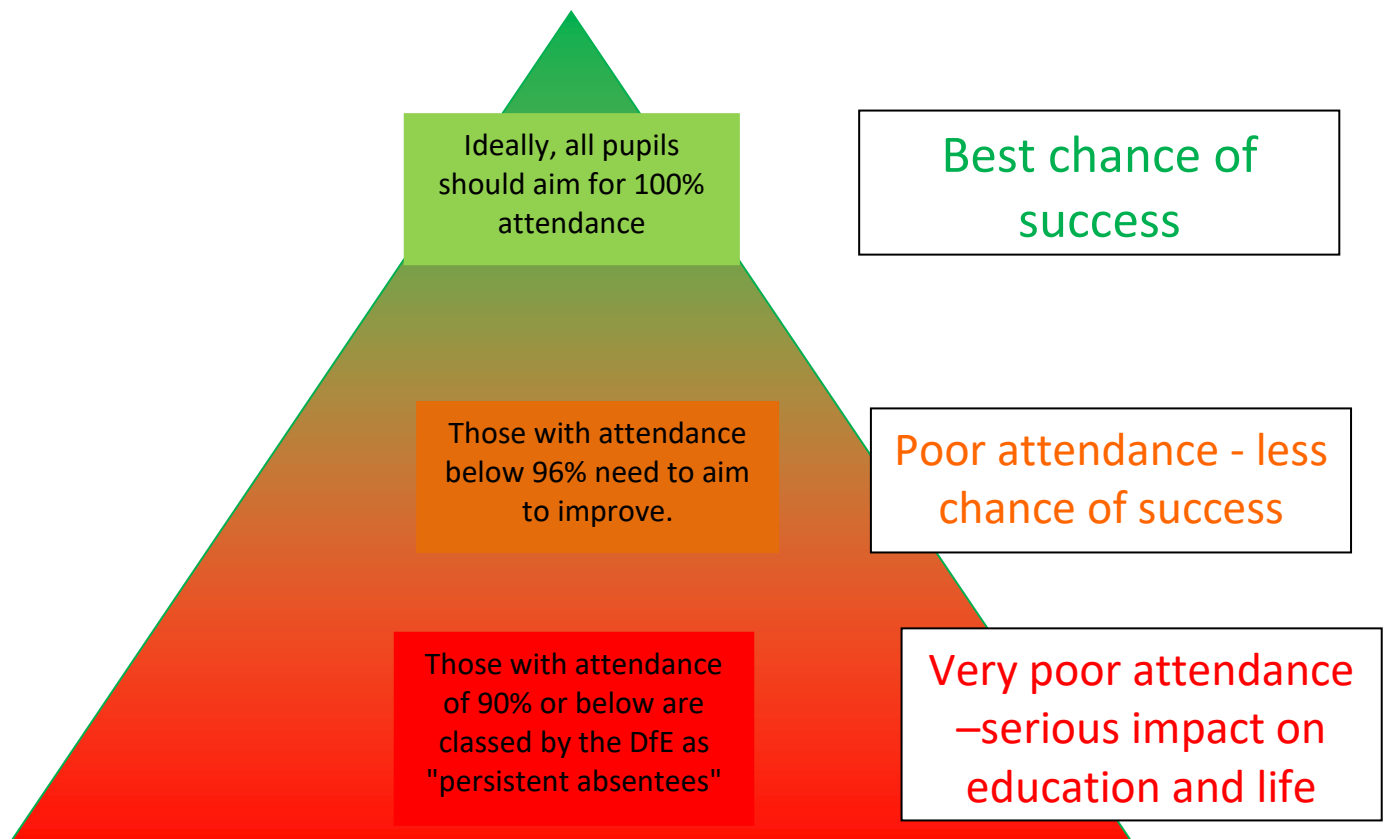
'Leave' in school time

- If you need to request 'leave' in term time, there has to be exceptional reasons as to why the leave needs to be taken then. We will not be able to grant permission if the reason is cost as it is the same for everyone. Please do not book a holiday and then ask permission.
- Also, your child's attendance figure needs to be over 95% if granting of leave is to be considered.



What is school doing?

- Rewarding children for good attendance
- Sending 'traffic light letters' to all parents termly
- Support for individual, targeted families
- Ringing parents first thing when a child is absent without notification
- Meeting with parents
- Home visits
- Police Welfare checks
- Half termly scrutiny of all absences
- Tightening up on authorising leave in term time



**Did you know that being 15 minutes late each day is the same as missing two weeks of school during an academic year?
Even just being five minutes late adds up to three days absence over the year.**