

Responsibility of the School

- All class teachers will accurately complete their class register clearly showing children's attendance and absence
- School will inform parents when attendance or punctuality is becoming a concern
- School will support families to improve attendance and punctuality where this is a problem
- School will fulfil its duty to inform the Attendance Strategy Team of children whose attendance remains below 90% (termed "Persistent Absence")

Responsibility of Parents

- Please make sure your child arrives on time.
- Please let the school know if your child is going to be absent from school on or before the day of absence.
- Please do not let your child take time off school for any reasons other than those which will be authorised by school.

**Excellent attendance and punctuality is
a team effort.**

**Thank you for your support in
achieving this.**

St Oswald's C of E Primary School

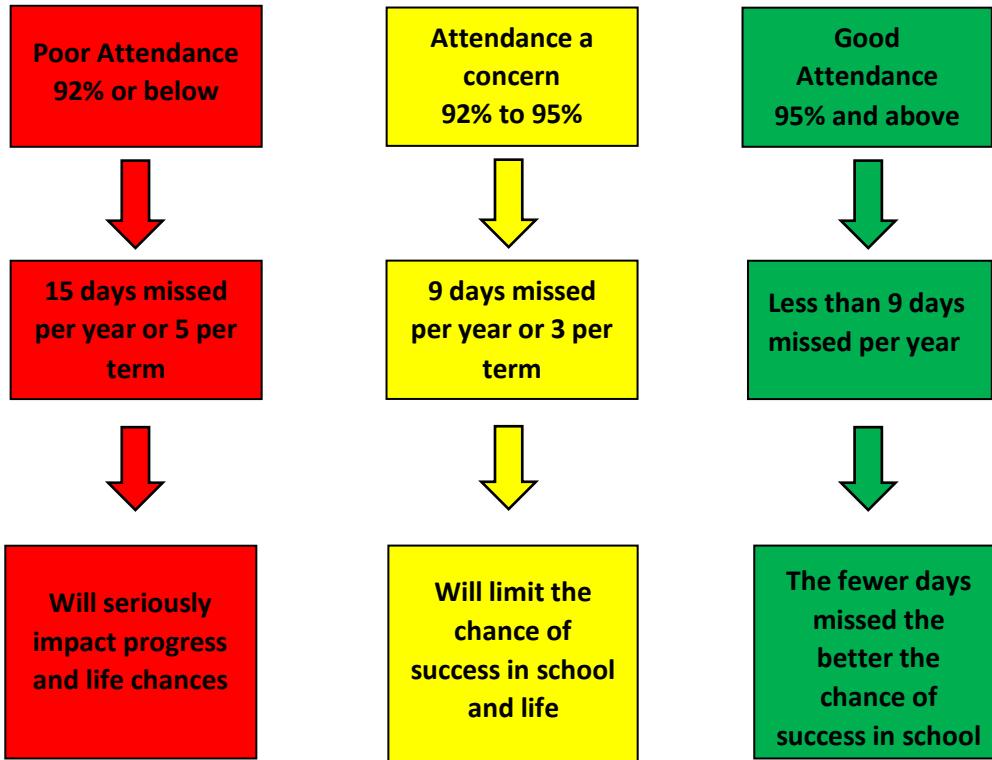


Attendance & Punctuality



*Good attendance is crucial to doing well at school.
Attendance at our school is excellent because we
support parents to ensure that children come to school
when they should and are on time. As a result the
children benefit, by being more settled, learning more
effectively and ultimately achieving more.*

What is good attendance?



What about other reasons?

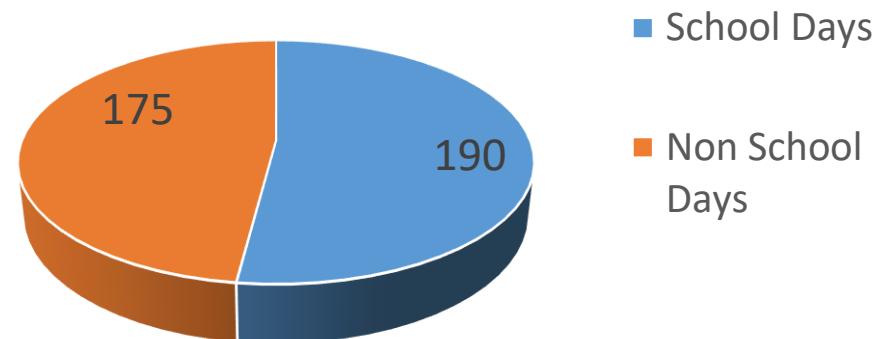
It is likely that the vast majority of other reasons for absence will lead to an **UNAUTHORISED ABSENCE**. This would include:

- Going shopping / getting a haircut etc
- Parental / carer / sibling illness
- A special treat, for example on a birthday
- Family holiday during term time

NB: Unauthorised absences are very serious as they are regarded as parentally sanctioned truancy. As such, repeated unauthorised absences can lead to a fine being issued.

What about taking holidays?

The Law is clear. Taking a child on holiday in term time will be deemed unauthorised absence and is likely to lead directly to a fine being issued.



What if my child has to be absent?

There are certain circumstances where a child has to be off school. These are called **AUTHORISED ABSENCES**. Only school can authorise an absence.

Reasons for doing so could be:

- A genuine personal illness
- A medical appointment that is unavoidably in school time, although an appointment card may be requested as evidence
- A religious observance (if the religious festival occurs during term time)
- An exceptional circumstance, such as very serious occurrence family event

Punctuality

It is not just good attendance that is important but **GOOD PUNCTUALITY** too. Being at school on time is very important because:

- It ensures your child is calm and ready to learn
- It means they don't miss the important routines at the start of the day
- It means they don't miss the work on reinforcing core knowledge and understanding which takes place first thing in the day

Please make sure your child is at school by 8.50am every day.