



Your child's attendance matters

A guide for parents/carers

What is the law around attendance?

As a parent/carer, you are legally responsible for ensuring that your child attends school regularly and punctually.

Good school habits are best started early. Children learn from those around them and you as parents/carers, set the expectations for your child. By showing your child the importance of school and attending every day, it not only helps them develop lifelong friendships but also helps them settle quickly and obtain a love for learning.

Annesley Primary School...

Is committed to providing the best possible education for your child. We believe that children will only benefit from this through regular attendance. We will, therefore, always strive to achieve the maximum attendance for all pupils and ensure that early identification of problems that could affect attendance are addressed promptly before learning opportunities are compromised. This will be achieved by school staff, pupils, parents and carers all working together as a team.

How can you help?...

- Ensure your child arrives on time and attends regularly.
- Contact the school office as early as possible on the first morning of your child's absence by telephone. The school telephone number is (01623) 468 806, please leave a message detailing your child's name and specific reason for absence on the answerphone.
- Always try to arrange medical appointments outside of school time. We accept that for hospitals appointments this may not be possible.
- Take family holidays outside of term time. There are 13 weeks each year which are outside term time.
- Help your child to be prepared for every school day by ensuring they have everything they need to learn.

Our expectation for each child is at least

96% attendance

Holidays during term time

As a school we will never give authorisation for holidays during term time, unless under exceptional circumstances. Although we do not administer Penalty Notices currently, we work closely with our local authority to reinforce the importance of attendance for the educational and emotional growth of your child. We only ask that you help us on that journey by allowing your child to attend school as frequently as possible.

Examples of absences which school **will not** authorise can include:

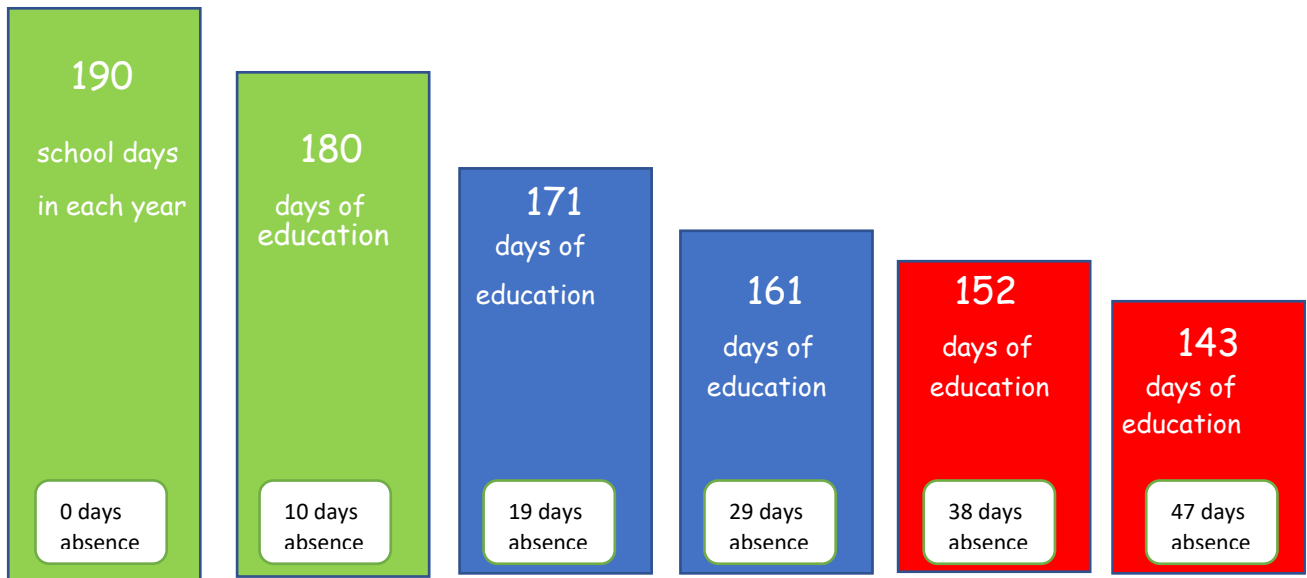
Shopping trip	Child has had a late night
School uniform hasn't been washed	Day off for a birthday
Problems with transport	Parent or other family member ill
Family holiday	Bad weather

The law states that you can only allow your child to miss school if either:

- they are too ill to go in
- you have advance permission from school

Although not commonly recognised, preventing your child to obtain an education is a form of neglect. It is your responsibility to ensure your child attends school as the person/s with parental responsibility.

As a parent you may think you can give your child permission to be at home, however, you cannot. The only person who can give permission for a child to be absent from school is the Head Teacher.



100%

95%

90%

85%

80%

75%

"Excellent"

"School is worried"

"School is seriously concerned"

Best chance of success

Less chance of success

Serious impact on education and reduces life chances

Did you Know?

A two-week holiday in term time means the highest attendance a child can achieve is 94.7% which falls below our expected level and gives a child less chance of success.



Rewarding Good Attendance

Rewarding good attendance is extremely important and we do this in a number of ways at Annesley School:

1. Each week we have an inter-class competition for the highest attendance. This is presented each Monday and the winning class will be presented a trophy. Results will be published on Class Dojo and the school newsletter.
2. Children who achieve 97% attendance throughout the school year will be awarded a certificate, gift and presented with these in the end of year assembly. They will receive a mention in assembly termly.
3. Children who achieve 100% attendance throughout the school year will be awarded a certificate, gift and will be rewarded with an out of school trip.

Steps Taken By School To Help Achieve Good Attendance.

Improving our attendance is also extremely important and we do this in a number of ways at Annesley School:

1. Messages will be sent to all children who are absent and have not contacted school on days 1 and 2.
2. A telephone call will be made by the attendance officer Mr Eccleston on day 3 of the absence to check how the child is feeling and enquire about a return date. If no contact is made with the hard-to-reach families, then a home visit will be conducted by Mr Eccleston.
3. If poor attendance continues then families will be sent a letter inviting them in to address persistent absences, this could result in the involvement of Notts County Councils attendance team.

Remember...

We are always here to support you and your child. We understand that there are times when it is difficult to get your child to school and we are here to support and work with you. If you have any concerns about your child's attendance, please do not hesitate to talk to Mr Eccleston or their class teacher.

Annesley Primary and Nursery School

Forest Road

Annesley Woodhouse

Nottingham

NG17 9BW

Tel: (01623) 468 806