

We all have high aspirations for the children who attend Alverton School – we want them to enjoy life in the school and beyond, to achieve well and to thrive as part of a strong and inclusive community and economy. Good attendance at school is vital if they are to realise this ambition and reach their full potential.

As a school, we therefore aim to reduce avoidable pupil absence to an absolute minimum in order to ensure that all pupils achieve the highest levels of attendance possible and we have strategies and initiatives in place to promote good attendance.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.

This table puts absence in the context of the days children miss at school based on a school being opened for 190 days per year.

Number of days absence	Equals attendance one school year
9.5 days	95%
19 days	90%
28.5 days	85%
38 days	80%
47.5 days	75%
57 days	70%
66.5 days	65%

**The school expects attendance of at least 96% for each child.**

**If you are experiencing difficulty in getting your child to school on a daily basis it is important that you tell us. We will always try to help.**



# Alverton Primary School

**EDUCATION IS NOT FREE**



In fact it costs approximately:

**£30 per day**

**£150 per week**

**£5960 per year**

for **each** child to attend Alverton School.

If you had paid these fees, how many days would you be happy for your child to miss?

If a child's attendance falls **below 90%**

- They have missed at least **half a day** per week
- They are **much less likely to achieve well**
- Parents may face **prosecution**

**CHILDREN ONLY GET ONE CHANCE.**

**EVERY DAY MATTERS.**

## Attendance Parent Guide

### **Arrival at school**

The school doors open at 8.40am until 8.55am (Reception and KS1) and 8.45am until 9.00am (Key Stage 2). Pupils should not arrive on the school grounds before 8.40am / 8.45am and cannot be supervised unless they attend our Breakfast Club.

### **Punctuality**

Arriving at school on time gives your child a great start to the day, putting them in a positive frame of mind to make the most of the day's learning and activities. The school doors open 15 minutes before the morning session officially begins to give your child plenty of time to arrive and settle.

If your child arrives after their entrance door has closed, they need to come to reception to sign in at the school office and their late arrival will be recorded.

Arriving in school after register closes at 9.30am counts as an unauthorised absence and will show on your child's attendance record.

### **Collecting your child from school**

We all understand that sometimes parents can be unavoidably delayed when collecting their child from school and we appreciate the phone calls to the office telling us if this is the case so that we can let your child know and avoid any worries. Any messages need to be received by the office by 2.45pm to ensure that they are received by your children.

### **Medical / Dental Appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

### **Absences**

Parents / carers should contact the school on the first day of their child's absence. When parents / carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

### **Illness**

When children have an illness that means they will be away from school long term, the school will do all it can to send material home so that they can keep up with their school work.

Where, over the course of an academic year, a child has repeated periods of illness, the school will contact parents to ask them to provide medical evidence for each future period of illness-related absence.

### **Granting Approval for Term-Time Absence**

With effect from September 2013, headteachers may no longer grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The fundamental principles for defining 'exceptional circumstances' are that they are '**rare, significant, unavoidable and short**'.

Please see our Term-Time Absence Parent Guide for information about holidays in term time.

### **Addressing Attendance Concerns**

In primary school we rely upon parents to ensure their child attends school regularly and punctually, and therefore concerns about attendance are initially raised with parents.

There will be opportunities for the parent / carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time, then the school has a responsibility to escalate their concerns through a graduated approach in a framework of staged interventions which may ultimately result in the school making a referral to the Local Authority for statutory intervention.

You can find more information in our Attendance Strategy which can be found [here](#) on our website.