EXPLORE *Attendance*

GOOD ATTENDANCE GUIDE

Every day counts

Excellent attendance at school is important to allow your child to fulfil their potential and for them to have the best possible start in life.
Although we aim for 100%, each year we set a target for attendance and this is used to compare us to other schools nationally.
Our current target is 96% attendance.



Below are just some of the reasons why it is so important children attend school:

- To learn
- To have fun and make new friends
- To understand responsibility
- To experience new things
- To develop awareness of other cultures, religions, ethnicity and gender differences
- To achieve
- To gain qualifications
- To develop new skills
- To build confidence and self-esteem
- To grow as individuals

Please help us to help your child by encouraging regular school attendance. Regular attendance helps children to develop confidence and to make lasting friendships.

Children who regularly miss school without good reason are more likely to become isolated from their friends, underachieve and/or become involved in anti-social behavior. We colour-code every child's attendance, depending on how many days they have attended school.

Remember, our target is to achieve at least 96%

TRAFFIC LIGHT ZONE

RED ZONE
All pupils whose attendance falls below 90% will be considered for legal monitoring by the Local Authority

AMBER ZONE
Those pupils who have fallen between 91%-95% are in the Amber Zone. Those in this zone are automatically monitored by school.

GREEN ZONE
All pupils whose attendance is above **96%** are part of the green zone. As Green a pupil you are more likely to achieve.

If your child has 90% attendance, they will have the equivalent of:

- ½ day off per week
- 19 days off per year
- 247 days off over their school career of 13 academic years, the equivalent to over 1 year of lost education!

Consider what this means for attendance lower than 90%

RESEARCH SHOWS THAT PUPILS WHO ATTEND SCHOOL REGULARLY ARE MORE LIKELY TO DO WELL IN THE FUTURE

IF YOU TAKE YOUR CHILD ON A 2 WEEK HOLIDAY IN TERM TIME, ATTENDANCE FOR THE YEAR IMMEDIATELY DROPS TO 95%.

STUDENTS WITH RED AND AMBER ATTENDANCE ARE FAR MORE LIKELY TO UNDERACHIEVE...

Reducing Illness Days

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.



Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions:

- Is my child well enough to do the activities of the school day?
- Does my child have a condition that could be passed on to other children or school staff?
- Would I take the day off work if I had this condition?

Please ensure that your child does not miss unnecessary time from school for low level illness (e.g. coughs / colds) or headlice (treatment can be completed during the evening and then the child can be in school the next day).

You may be asked to provide medical evidence if your child's attendance is regularly affected by illness or if they are absent for more than 3 days in a row.

NHS Illness Advice for Families

NHS information helping you know when children should be kept off school and when they shouldn't.

NHS Guide - Illness and School Attendance

Illness absence can be reported as follows:

- Via the Greenhouse App (www.selefirst.org)
Download at App Store (Apple) / Play Store (Android) and search 'greenhouse schools'.
Enter our school code - 2808.
- Email: admin@sele.northumberland.sch.uk
- **Telephone: 01434 602808, option 1**

Medical Appointments

If your child must have a medical or dental appointment during school time, please do your best to have it after 3 pm. If it needs to be a morning appointment, please try and bring them to school first. This will reduce lost learning and minimize disruption.



Every half-day absence from school must be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required and why a whole day of absence CANNOT be authorised for most medical appointments.



Authorised absences are mornings or afternoons away from school for a good reason like illness (where a child is too ill to attend), medical / dental appointments which unavoidably fall in school time, emergencies, or other unavoidable causes.

The Department for Education guidance states "If the authenticity of illness is in doubt, schools can request parents provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied with the illness's authenticity but should advise parents of their intentions. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than a doctor's note.

Unauthorised absences are those that the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

Again, 5 days (10 sessions) of unauthorised absence can trigger legal monitoring leading to parents being issued with a Penalty Notice.

Holidays During Termtime

PLEASE THINK CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME

By law, you must ask for permission for your children to miss school.



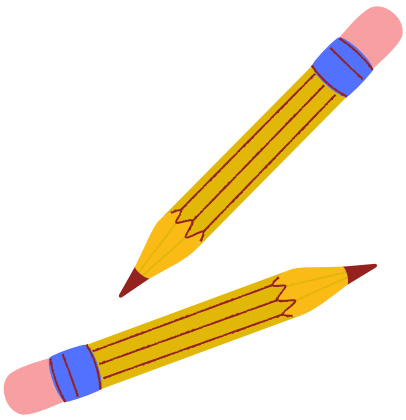
Leave of absence in term time will not be authorised unless the Head Teacher feels there are exceptional circumstances, in line with government guidance.

A Leave of Absence form must be completed at least two weeks before the intended absence, giving full details of the exceptional circumstances to be considered.

A £80 penalty notice per parent, per child could be incurred.

THERE ARE 190 STATUTORY SCHOOL DAYS IN ONE YEAR. THAT MEANS THERE ARE 175 DAYS (WEEKENDS AND SCHOOL HOLIDAYS) AVAILABLE TO USE FOR HOLIDAYS.

ANY PERIOD TAKEN WITHOUT AGREEMENT FROM THE SCHOOL WILL BE CLASSED AS UNAUTHORISED AND MAY ATTRACT A PENALTY NOTICE.



THERE IS NO AUTOMATIC ENTITLEMENT IN LAW TO TIME OFF IN SCHOOL TIME TO GO ON HOLIDAY.

A 2 WEEK HOLIDAY IN SCHOOL TIME MEANS YOUR CHILD HAS APPROXIMATELY 50 HOURS OF MISSED WORK TO CATCH UP ON!

Below is the link to our school website attendance page and Leave of Absence Form:

https://www.selefirst.org/Parents-and-Carers/Attendance/

Sporting Events and Clubs

At Sele First we highly value sport and enrichment and we are proud to offer a wide range of both in-school and extra-curricular activities involving sport. We strongly believe that sport plays an important role in children's development, wellbeing and confidence.

However, it is important that children remain in school until the end of the school day. When children are regularly collected early to attend out-of-school clubs, they miss valuable classroom teaching and learning time. Even seemingly small amounts of time can quickly add up — those lost learning minutes can have an impact on children's ability to access lessons fully, maintain continuity in their learning and keep up with the rest of the class. Every minute of the school day is valuable, and lessons are carefully planned to build knowledge and skills progressively.

We understand the importance of children having opportunities outside of school. However, our priority must be ensuring that children receive the full educational experience during the school day, without regularly missing learning to attend out-of-school clubs.

Missing the final 10, 15 or 30 minutes of a lesson on a regular basis can mean missing important explanations, discussions, opportunities to practice skills or the chance to consolidate learning.

A Leave of Absence form must be completed to request any absence during the school day.

Any request for regular absence to attend clubs will be considered on an individual basis

A letter from your child's coach / club must be provided to support your request for absence. This MUST include their recommendation for your child to be taken out of school in order to attend their club.

Below is the link to our school website attendance page and Leave of Absence Form:

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Punctuality



Poor punctuality or leaving before the end of the school day is not acceptable.

Missing just 10 minutes of a school day is the same as missing two weeks over the year.



Pupils who arrive late and / or leave early also disrupt lessons which can be embarrassing for the child and can in turn, encourage absence. It is also extremely disruptive for the rest of the class.

- The school bell rings at 8.40am with registration at 8.45am
- Nursery doors open at 8.50am
- The school days ends at 3.15pm (3.20pm Nursery)

Children arriving after 8.45am should enter via the main entrance to be recorded as late.

If you need support, or you are worried about your child's attendance please seek advice from school

Contact Request Form

Penalty Notices

Failure of a parent to ensure their child's attendance is an offence under Section 444 of the Education Act 1996. If the reasons given for a child's absence are not satisfactory, then the Local Authority may take legal proceedings against a person for their failure to comply.

A Penalty Notice requiring payment of £80 (per child) within 21 days of receipt of the Notice, rising to £160 if paid after 21 days but within 28 days.

Prosecution in a magistrate's court and, if found guilty of an offence under Section 444 (1), a fine of up to a maximum of £1000 and, under Section 444 (1a), this could rise to £2500 and / or a custodial sentence.

Policy and Procedures



Pupil attendance will be closely monitored. The Head Teacher and Education Welfare Officer (EWO) will check pupil attendance percentages regularly to see if action is required.

Parents / Carers must contact the school by 9.15am on the first day of absence to provide a specific reason and then each subsequent day. First response calls will be made daily if a child does not attend and no explanation is received from parents as part of our safeguarding procedures.

Ensuring your child's regular attendance at school is your legal responsibility. Unexplained absences, regular absences, or frequent lateness will trigger contact from Mrs Hamilton or Mrs Stanford.

Where children are absent due to illness, you may be asked to provide supporting evidence from a medical professional.

Frequent absences / lateness and lengthy absences are a concern and we will notify you when we are concerned about your child's attendance.

Continuous poor attendance (without a valid reason) will be referred to the Local Authority for consideration of further actions, which may include prosecution.

Parents / Carers may be offered a parenting contract when school are concerned about unauthorised absences or persistent absence. This is a contract drawn up between home and school to outline steps that everyone will take to ensure attendance improves. This includes any support offered by school. Parents / Carers may be invited to meet with the Head Teacher to discuss this support and next steps.