

## Attendance information for parents

The most important thing to us is that your child is safe, learns and makes progress. We also want them to be happy in school and achieve their potential. The best way to achieve this is through regular attendance at school.

The Law states that all children (between 5 and 16) must attend school. Parents are responsible for making sure their child attends school regularly and the Local Authority will take legal action if you fail to do this.

If the Local Authority takes action you could receive a fine, or may even be taken to Court.

### Medical and Dental Appointments

Wherever possible Doctor and Dentist appointments should occur outside the school day. This stops your child missing important and crucial learning time.



**QUEEN ELEANOR  
PRIMARY  
ACADEMY**  
*Creative  
Education  
Trust*

## Attendance and Punctuality at Queen Eleanor Academy

**A guide for parents and carers.**



### Why good attendance matters:

Students whose attendance is good: (96% - 100%)

- Keep up with work
- Have good friendships that last
- Understand lessons better
- Achieve better results
- Get higher paid jobs

Students whose attendance is unsatisfactory: (under 95%)

- Find it difficult to maintain friendships
- Don't understand lessons as well
- Achieve less
- Get lower paid jobs

Parents whose children's attendance continues to be unsatisfactory:

- Will be referred to the Education Entitlement Service (EES) and legal action will be taken
- Fines/Imprisonment

When can I keep my child away from school?

The school can only authorise an absence in the following circumstances:

- Genuine illness
- A family crisis, (i.e. if someone in the family dies)
- Religious observance

### Achievement:

17 schools days missed = 91.1 attendance for the year

34 school days missed = 82.1% attendance for the year

### Holidays:

A 2 week holiday means you can't get more than 94.7% attendance that year and you miss 40 sessions of school. That's a lot to catch up on.

No holidays will be authorised during term time except for in **'exceptional' circumstances. This must be discussed with the Head teacher.**

### Punctuality:

Missing 15 minutes of school every day adds up to 9 whole days missed throughout the year!

Your child will also miss instructions, news and information, as well as disturbing others in their class.

The table below shows the number of days lost in a year for different levels of lateness, based on a five and a quarter hour school day.

Minutes late	5 minutes daily	10 minutes daily	15 minutes daily	20 minutes daily	30 minutes daily	60 minutes daily
Days lost	3 days lost each year	6 days lost every year	9 days lost every year	12 days lost every year	18 days lost every year	36 days lost every year

**Morning registration takes place at 8.55am.**

**Afternoon registration is at 1.00pm for Reception pupils and 1.15pm for all other classes.**

**What must you do if your child is absent from school?**

**Telephone 01604 761200 before 9.30am to inform the school where your child is.**

**What will Queen Eleanor do if your child is absent:**

**We will telephone/text repeatedly until we get a response.**

**People at Queen Eleanor to help you with Attendance questions or queries**

**Mrs Cox— Head teacher**

**Miss Jones— Attendance Manager**

**Miss Adams— Family Support Worker**

**Other support agencies**

**NHS Direct Tel: 08454647**

**What does 'unsatisfactory' attendance mean?**

- Attending 90% of the time or less. This will have a serious effect on learning.
- One day's absence every two weeks will give 90% attendance
- Continual lateness to registration and lessons

**Planned Absence during term time - holidays?**

As a school we do not authorise holidays in term time unless there are 'exceptional' circumstances. This will only be granted by the Head teacher after a discussion and it is followed up in writing. We follow Government Policy because of the clear links between attendance and attainment.

**N.B. Any unauthorised absence of 10 school days or more requires the school to refer the case to Education Entitlement Service (EES) for legal action.**

**N.B. Any absence, whether authorised or not, is still an absence and will affect your child's attendance percentage and probably their attainment.**

**If a child arrives late to school?**

It is important students are on time for school as lateness impacts on progress and results in missed learning, and disruption of the learning of others.

**N.B. 30 minutes or more late means your child is marked absence for the whole morning session.**