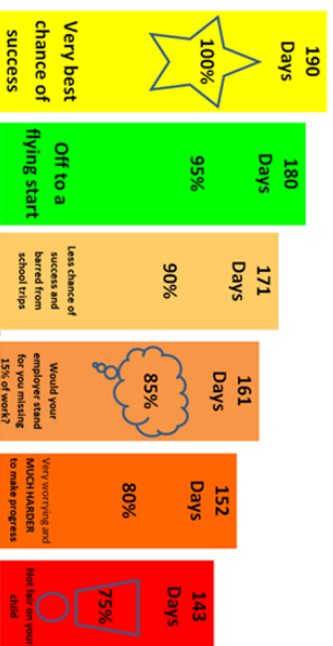


99% – 100%	Outstanding
96% – 98%	Good
94% – 95%	Requires Improvement
90% – 93%	Inadequate
Below 90%	Cause for concern

See our full attendance policy for more details of when a Penalty Notice will be considered by the Local Authority.

A pupil who takes 10 days absence will only attain 94.7% attendance in the year; 10 days absence also means the pupil will miss 50 hours of education have been amended as from September 2013.



### Any Problems?

Please come into school anytime to discuss any problems you are having getting your child to school or being on time. We are happy to work with you to support you and your child.

## Braywood CE First School



### Attendance leaflet for Parents

Your child's attendance for the 2014-15 academic year was

Having a good education will help to give your child the best possible start in life. We want to work with you to make sure that your child goes to school regularly and arrive on time. This leaflet helps explain how attendance works at Braywood CE First School.

### **Lateness**

- Children should arrive in school at 8.45am
- Registers close at 9.00am
- Children arriving after 9.00am should go to the School Office for their attendance to be recorded as late.
- Children arriving after 9.25 will be recorded as unauthorised absence unless there is an explanation

Minutes late per day	Equates to days of teaching lost in one year	Which means this number of lessons missed
5 mins	10 Days	17 Lessons
10 mins	7 Days	35 Lessons
15 mins	10.5 Days	52 Lessons
20 mins	14 Days	70 Lessons
30 mins	21 Days	104 Lessons

### **Illness**

- If your child is ill please contact the school on the first day of absence to provide the reason for the absence
- If Office Staff are not contacted then, whenever possible, contact will be made by telephone or text to the parents/carers

### **Medical or dental appointments**

Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are asked to let the school know about the appointment in advance. Parents/carers are encouraged to make all medical appointments out of school hours.

### **Holidays during Term Time**

The Education (Pupil Registration) (England) Regulations 2006 reference to family holidays and extended leave has been removed, together with the right for parents to apply for up to ten days holiday during term time. Headteachers are no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances.

Applications for leave should be applied for using the holiday application form obtained from the school office. If parents do not apply for leave of absence in advance of taking it, the absence will be recorded as unauthorised. It can be found on the school website in the Forms area. If the holiday absence is not authorised and is taken anyway, the Education Welfare Service will be notified and may issue a Penalty Notice.

### **Reporting to Parents and Carers**

All absences, both authorised and unauthorised, and lateness will be reported to the parent/carer termly and at the end of the academic year within their child's report.

In order that parents/carers may compare their child's attendance to other children in the school and nationally the following grades will be used: