

CLASE PRIMARY SCHOOL



ATTENDANCE MATTERS

Guidance for Families

Attendance at Clase Primary School



Every year we focus time towards informing parents about attendance. We communicate information via newsletters, the school website and individual letters. **It is something that we want to encourage parents and children to value highly in their priorities.**

Why is Attendance important?

It is quite straight forward that when a child attends school regularly then their opportunity of achieving their best is maximised. **Every day lessons are created that will introduce and develop skills for children. When a child misses a day,**



they are losing out on this experience. This problem is intensified when there are consecutive days missed or when, in some cases, a child is in Monday and Thursday of one week, but not in school on Tuesday, Wednesday & Friday.

Maximising Attendance

Over the past few years, our school attendance has increased overall. However, there is always an expectation to improve. **The Welsh Assembly Government expects 95% attendance for every single child.** Therefore we are still below that target as a school.

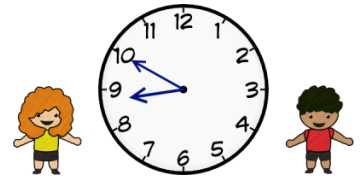


The Local Authority is always monitoring our school attendance, while also looking at individual cases. While we are appreciative of the collective effort that parents make to help our school attendance improve, it is still possible that if your child's attendance is low then we will need to address this. So we want to remind you to **focus on your child's attendance** first.

What can you do as a parent?

- School attendance is the responsibility of the parents.

Ensure your child attends daily and on time at 8.50am. It is for their benefit.



- **The school wants to work in partnership with you.** If your child is having difficulties then we strongly recommend bringing them in on the morning to speak to Miss Jones, Deputy Headteacher or Mrs Powell, Admin Assistant who can address the problem and look to resolve the issue as quickly as possible.

What about illness and medical appointments?

Illness is the main reason for absence. We all get ill from time to time but it is important to minimise the effect on attendance.

We have had children previously miss a week off school for a runny nose. This is far too long and would not be authorised.

Remember, missing one day of school can affect the child's

learning for the rest of the week. **School should only be missed as a last resort or if a child has been sick with possible infection.**



Medical appointments should generally be made outside of school time. In some cases, this cannot be avoided but it is expected that **the child should be in school before or after the appointment.** The only exception is on a rare occasion they have been sedated as part of the appointment.

Holidays and Long Term Absence

The message on holidays is to book them during school holidays.

As mentioned above, **having a long period of absence will have an effect on your child's education.** If you need to request authorisation for a long period of absence, please collect a request from the school office. **If attendance is low then the request may not be authorised and you are at risk of receiving a penalty notice** (in line with advice given out in January 2015 from the Local Authority).



What do the school do?



- The school will check the registers each morning. **If a child is not marked present during registration, please expect a call or visit by Jason Day, Attendance Project Worker regarding their absence. If we do not receive a reason for the absence we may contact you by telephone. If we cannot contact you by telephone we may contact our Education Welfare Officer.**
- We have an Education Welfare Officer (EWO) who visits the school on a weekly basis. **A child with lower than 95% attendance is monitored.** If a child's attendance does not improve then it is likely you will be invited in to discuss this with the school and EWO. This is an important meeting to evaluate attendance and to look for strategies to return to 95% attendance and above.
- Illness is also monitored and **if your child is repeatedly absent with the same reason, you may be invited in** to discuss whether a community paediatrician referral should be made.
- **Meetings regarding attendance are common practice** to help the school understand the reasons and to consider ways to support you.
- Punctuality is also recorded and can lead to a Fixed Penalty Notice. **Please ensure your child is in school before 8.50am.**

100% Attendance

Our aim is to have children in school every day to ensure they get the most interactive and broad education possible.



“Reaching High, Learning Together, Having Fun”

