



Attendance & Punctuality

A guide for parents & carers

Parkfield Primary School

ATTENDANCE AND PUNCTUALITY HAS AN IMPACT ON THE PROGRESS OF PUPILS

At Parkfield Primary, our aim is to work in partnership with parents to ensure the highest level of attendance and punctuality are achieved for all our pupils.



WHAT THE LAW SAYS

Under section 7 of the education act 1996, parents are responsible for making sure that children of compulsory school age receive a suitable fully-time education.

Education is not an option—it's compulsory!

WHAT CAN I DO TO IMPROVE ATTENDANCE?

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead
- Make sure your child goes to school regularly and follows the school rules
- Ensure that your children know that it's very important to be on time and ensure they arrive at school on time, every day—not late. School starts at 8.45am. Children start learning as soon as they enter the classroom.
- Arrange dental and medical appointments outside school hours whenever possible
- Always inform the school office on 020 8202 0454 if your child is absent.
- Take family holidays in the fixed school holidays
- Talk to your children about school and take an interest in their school work (including homework and reading with your child)
- Attend all parent evenings and school events
- Praise your child's achievements and attendance at school
- Always support school staff in their efforts when encouraging children to make the right decisions
- Discuss any problems or difficulties with the school, staff are here to help and will be supportive

Reception - Yr 6

School opens each day at 8.40am and finishes at 3.20pm.

Registration closes at 8.55am

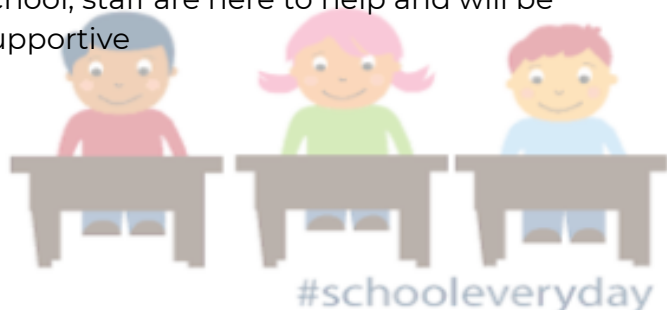
WHAT ABOUT HOLIDAY?

You can demonstrate your commitment to your child's education by not taking holidays during term time. Any child who is absent from school due to a holiday will miss out on important learning and find it incredibly difficult to catch up when they return.

Please note that for absences before and/ or after a school holiday, we request supporting documents to explain the absences, such as proof of illness with a doctor's certificate or copy prescription etc...

In each Academic year there are a Max. of 190 statutory school days, allowing plenty of time for holidays to be arranged outside term time.

If you decide to take a holiday in term time and it has not been authorised, you will receive a fixed penalty, where each parent will have to pay £60 for each child removed from school. This will need to be paid within 21 days and, if not paid within this time, the charge will rise to £120 per parent per child and must be paid within 28 days to avoid potential prosecution.



ABSENCE DUE TO ILLNESS

The following advice is given on the NHS website (www.nhs.uk/livewell/yourchildatschool)

A child with;


- A minor cough or cold should attend school. If the cold is accompanied by a fever, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24hrs after feeling better
- Diarrhoea and/or vomiting should definitely be kept off school until 24hrs after their symptoms are gone. If it's a bug this should be 48hrs. This is to ensure that any bugs are contained.
- Chickenpox—keep them off school until all spots have crusted over.
- Skin rashes can be the first sign of many infectious illnesses such as chickenpox. If your child has a rash please check with your GP/Practice Nurse/Pharmacist before sending them to school

WHAT IS A PERSISTENTLY ABSENT (PA) STUDENT?

As a school we monitor attendance very closely. If your child's attendance drops below 96% they will be closely monitored.

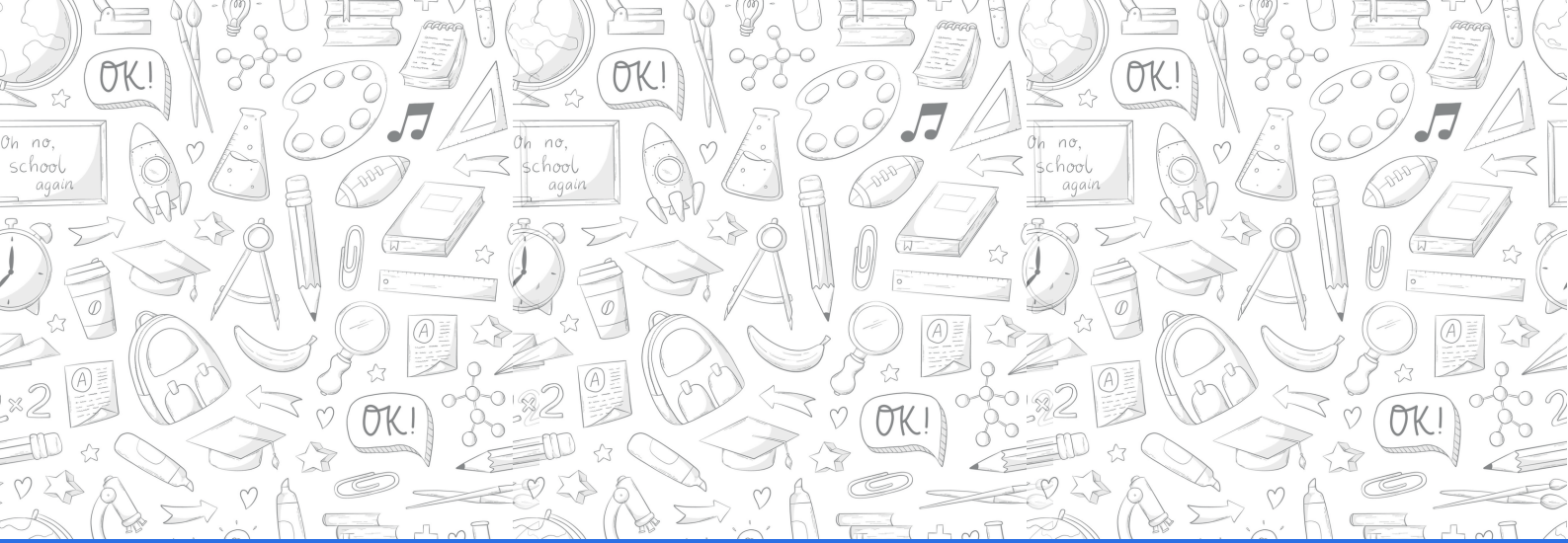
If your child becomes a 'persistently absent' pupil (below 90%) you and your child will be monitored by the Education Welfare Officer. This may lead to court action which includes fines and/or a prison sentence.

It is the responsibility of parents / carers to let the school know the reason for their child's absence as soon as possible, before 9am. Please contact school for each day of absence. If your child is absent for 3 days or more you may be asked to provide medical evidence.

Attendance %	Days lost	Outcome
 100% Excellent	0 days lost	Prize at the end of the year & 'Special Breakfast'
96% Attendance expected	9 days absence (1 week & 4 days of learning missed)	If attendance drops below 95% you will be informed and requested to make improvements
90% Attendance poor	19 days of absence (3 weeks and 4 days of learning missed)	At this point a letter is sent warning parents of continued decline. Parents will be asked to meet with attendance officer
80% Attendance unacceptable	38 days of absence (7 weeks and 3 days of learning missed)	Attendance below 85% will trigger a meeting with the full attendance team - targets and support will be put in place
75% Attendance unacceptable	46 days of absence (9 weeks and 1 day of learning missed)	As above with possible legal action by the local authority

www.barnet.gov.uk/citizen-home
Everyday counts
This table below shows the impact on learning over a year





**TOGETHER WE CAN HELP
YOUR CHILD TO FEEL HAPPY
AND SUCCESSFUL AT
SCHOOL!**

