

**Everyday counts**

This table below shows the impact on learning over a year



100% attendance Excellent	0 days lost	Prize at the end of the year. 'Special breakfast'
95% Attendance Expected	9 days absence (1 week and 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 will be sent warning parents of the continued decline. Parents will be asked to attend a meeting with Attendance officer to make improvements
87% Attendance Very poor	28 days of Absence (5 weeks and 3 days of learning missed )	Attendance below 85% Will automatically trigger a meeting with the local authority attendance officer and SLT—targets will be set
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

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**School attendance and Punctuality Guide**

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.

**Attendance and punctuality has an impact on the progress of pupils.**

A child who misses 10% of the school year (90%) attendance misses the equivalent of half a day a week. This amounts to 19 days of school.

Missing 15% (85%) attendance is the equivalent of 6 weeks lessons over a year (half a term in some cases)

We believe that children need to develop good habits from an early age and these will develop into life skills.

**Value needs to be given to attending school and being punctual.**

**This leaflet will give you an overview of the procedures here at Parkfield School.**



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### 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**

### Family Holidays

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.

**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.**

**Holidays taken during term time will be categorised as an unauthorised absence.**

### Illness

**The following advice is given on the NHS website ([www.nhs.uk/livewell/yourchildatschool](http://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

### How Parents can help

- 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 not alright to be late
- Ensure your child arrives at school on time—not late. School starts at 8.50 am. 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



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