Bowlee Park Attendance Guide

Attend to Achieve
Every Student. Every Day.

- ✓ The UN convention on the Rights of the Child was agreed by governments across the world in 1989. It says what they must do so that children grow as healthy as possible, can learn at school, receive protection, have their view listened to, and are treated fairly. All the rights in the Convention apply to every child.
- ✓ The Unicef UK Rights Respecting Schools Award (RRSA) supports schools to embed children's rights in their ethos and culture. Under **Article 28 EVERY CHILD HAS THE RIGHT TO EDUCATION.**

Why is attendance important?

- ✓ **Regular attendance at school is vital** to help children achieve and get the best possible start in life.
- ✓ Children who frequently miss school often fall behind.
- ✓ Each day children learn new things and develop new skills.
- ✓ Children need to establish good habits and routines during the primary years. They will need this discipline when they enter the workplace. This will give them better career prospects.
- ✓ Children miss more than just lessons when they miss school – they miss their friends and social skills development too.
- ✓ As a parent – you are legally responsible for ensuring that your child receives a full time education. (Failure to do this is an offence which could lead to a fine, prison sentence or a community sentence).

Parents are expected to:

- ✓ Ensure your child is in school every day.
- ✓ Make routine appointments outside of the school day.
- ✓ Inform school if your child is absent by 9.00am on 0161 654 0257.
- ✓ Seek advice from a health professional (School Health Nurse/GP) if your child is regularly unwell and this affects their attendance.
- ✓ Discuss any health concerns that may affect your child's attendance with the attendance officer or Head teacher as soon as possible.
- ✓ Provide medical evidence to support any absence from school.

Children are expected to:

- Aim for 100% attendance
- Get to school on time
- Get ready for school the night before (PE Kit /reading book/ uniform)

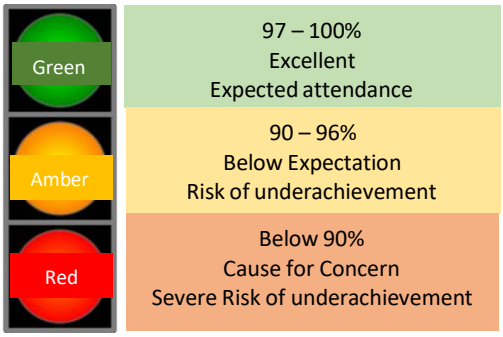
NO Holidays in Term Time

Holidays in term time **will not be authorised** at Bowlee Park and will result in a **Penalty Notice Fine**.
You will be aware that the Department of Education legislation makes it clear that head teachers can only grant leave of absence during term time in exceptional circumstances. At Bowlee Park **we will NOT authorise any holiday in term time**. If your child is taken on a holiday during term-time it will be recorded as an unauthorised absence, and you will receive a penalty notice from the Local Authority. The school governors support this policy. You must restrict holidays to the 13 weeks of school holidays.
The Penalty Notice fine is:

- **£80 per parent, per child** if paid within 21 days, rising to
- **£160 per parent, per child** if paid between 21-28 days.
- In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

Good attendance means:

- ✓ Being in school at least 98% of the time
- ✓ Being on time!
- ✓ Making appointments and taking holidays outside of school time – there are 175 non-school days per school year!



School's Response to Absence

All absences are follow-up every day. If we have not been notified of your child's absence, a message will be sent via the Teachers2Parents messaging service asking you to call school ASAP to explain the absence.
If a reason is still not given, you will receive a telephone call from school.
If a reason is still not given, the absence will be recorded as unauthorised.
If the absence continues for 2 or more days without reason, a home visit will be made.
Where we have further concerns, it is possible that a referral to Children and Social Care services will be made.

School's Response to Poor Attendance

You will be required to attend an attendance meeting if we have concerns about your child's attendance.
Any child with attendance **below 90%** is classed as a **'persistent absentee'** and may be referred to the Education Welfare Service.
If you child is a persistent absentee, you will be required to attend a meeting with the attendance officer and the Education Welfare Officer or a senior leader.
If you fail to attend a meeting you are invited to in regard to your child's attendance, decisions can be made in your absence. It is best to attend so that you can explain why your child's attendance is poor so that we can work together to improve it.

If absences continue, you will be served with a penalty notice fine which may lead to further court action.

If at any time you have concerns or issues with attendance, we encourage you to speak to the attendance officer or assistant head teacher for your child's year group.

Attendance Awards

Termly Attendance Awards Assemblies are held for attendance between 96%-100%

Children are presented with an attendance award based on their attendance for the term. Awards are presented for attendance as follows:

Gold Award – 100%
Silver Award – 98 – 99%
Bronze Award – 96 – 97.99%



Children who arrive late for school on more than 2 occasions over a term will not receive an attendance award.



Children who achieve 100% for the whole school year will receive an attendance medal at the end of year assembly.

Punctuality



Doors open at 08:45am, and close when school starts at 08:55. Lateness is classed as any child arriving after 8.55am. All children arriving after 8.55am must report to the late stop in the school office.

If your child is late by 15 minutes each day, that adds up to 2 weeks per year!

Being on time supports learning:

- It gets your day off to a good start and puts you in a positive frame of mind, so that you can make the most of your learning opportunities
- It sets positive patterns for the future
- It leads to a good attendance record and means you don't miss any learning
- It leads to better achievement because you attend the WHOLE of all of your lessons
- It leads to understanding that school is important and education is valuable
- It helps to develop a sense of responsibility for yourself and towards others and is a sign of good character
- It is respectful to your teacher and to your classmates



Being late:

- gets your day and your child's day off to a bad start
- leads to your child feeling confused - they miss out on lessons, information or news at the start of the day
- disrupts the lesson for everyone
- can cause your child to fall behind with learning
- creates a bad habit that can be hard to break
- can lead to poor attendance



Tips for being on time:

- Aim to arrive at school 10 minutes before the start of the school day. That way if traffic is bad you can still get to school on time;
- Make sure you have everything ready the night before e.g. PE kit, books, school uniform, etc.
- Make sure you allow plenty of time for the journey to school (traffic varies from day to day)
- Make sure you do homework the night before, not at the breakfast table!
- Ensure that you always get a good night's sleep and therefore awake rested the next morning
- Establish a good bedtime routine. Even simple things like making sure the room is dark enough to enable you to sleep well can make mornings easier and less of a struggle.