

Why is good attendance important?

In recent years much research has been carried out on the effect that poor attendance can have on our children's progress at school and how well they will achieve in later life.

Children who do not attend regularly often have the following problems;

- They are not able to keep up with their work
- It is difficult, in a busy school day, for teachers to find the time to help your child catch up especially after e.g. a two week holiday, when the class will have moved on to new topics in many subjects
- Children who arrive late miss important parts of the lesson and disrupt the learning of others in the class

This is why Parley First School is making good attendance a top priority.



'But my child has 90% attendance, surely that is ok?'

This may sound good but what it really means is the equivalent of:

- One half day missed each week
- 4 whole weeks of lessons missed in one year
- Half a school year missed over the 5 years at First School!

Statistics show a direct connection between overall attendance and achievement in Y6 SATs and at GCSE.

It is important for later years that children grow up from the start with respect for punctuality and attendance at school.



We need to work together:

Send your child to school punctually every day, unless they are genuinely ill.

Avoid taking your child out of school for holidays.

What to do if your child is ill:

- Telephone the school office-01202 874400 or e-mail office@parley.dorset.sch.uk on the first day of absence to explain why your child is away from school
- Keep school informed if the absence is more than two or three days
- Please bring a note on your child's return to school



Holidays during term time

School may authorise up to 10 days of holiday each year during term time if the circumstances are considered exceptional and it is not possible to take a holiday at any other time e.g. parents holiday allowance from work, service personnel home on leave.

A holiday form should be obtained from the school office and returned well in advance of the intended absence. **It must be clearly stated on the form the circumstances why a family holiday cannot be taken in the school holidays. If an appropriate reason is not given the form will be returned to you.**

Avoid taking your child out of school at important times of the year such as starting a new class and during May, when many assessments are carried out.

If your child's absence is below 95% a holiday request may be refused.

Please consider carefully the effect this absence will have on your child's learning before booking holidays during term time.



School procedure for unexplained absences:

What will happen if my child is frequently late or often absent from school?

- The school monitors the attendance of all children
- Attendance is also monitored termly by the area's Education Social Worker
- If your child's absence falls below an acceptable level, or if your child is frequently late, we will contact you to discuss the situation
- If the concern continues a referral will be made to the Education Social Work and Attendance Service, so that the absence can be further investigated

- Where no explanation of absence has been received, a reminder text message will be sent home on the Monday following your child's absence.
- At the end of each week, any unexplained absences will result in a letter home to ask for an explanation.
- If no explanation is forthcoming within 5 working days a second letter will be sent home inviting parents to discuss the matter with the head teacher.
- If no contact is made to the school within 5 working days of the issue of this second letter the reason for absence should be amended to "Unauthorised"

Attendance rates are reported in your child's annual written report.

Attendance will be discussed at termly parent/teacher consultations.



Parley First School



What you need to know about your child's attendance at school



Guidance for parents and carers