

**In order to support your child's attendance parents/carers MUST:**

- Ring school on the **first day** of your child's absence—before 9.00am and **every following day**. Please leave a message on the school answer phone if necessary
- If your child is absent through illness for more than 3 days then a medical note is needed
- Make every effort to schedule medical and dental appointments outside school time  
If your child has minor illness: feels unwell, has a slight cold or tummy ache please bring them to school. We will contact you if your child becomes worse. More often than not your child will be fine

**PLEASE NOTE:** The school is mindful of circumstances when non-attendance at school is unavoidable - such as a family illness, bereavement, a private situation, or disruption to travel due to severe weather conditions. We will ensure to deal with all requests sensitively and in line with school policy



**REMEMBER  
AN ABSENT CHILD  
IS A MISSING CHILD!**

**Oratory Expectations**

- ✓ **Doors for school open at 8.50am**, children can begin to come into school
- ✓ School begins at **8.55am**
- ✓ **School doors are closed at 9am**
- ✓ If your child arrives **after 9am**, they should report to the Office where they will be **entered into the school late book**
- ✓ If your child arrives at school between **9.01am and 9.15am he/she will be marked down as an L (Late)**
- ✓ If your child arrives **after 9.15am, he/she will be marked down on the school register as U (Unauthorised absence)**
- ✓ **Parents/carers work with the school to ensure the safeguarding of all children**
- ✓ **If your child has had sickness or diarrhoea, they cannot return to school for 48 hours FROM the last time they were sick**

Non-attendance is an important issue that is treated seriously. However, each case is different and the school will judge each case on its merits.

Careful thought is given to all factors affecting attendance before deciding what to do.



**Oratory R.C. Primary  
and Nursery School**



***'Shine as to be a light to others'***

***Blessed John Henry Newman***

**Attendance and Punctuality**

**Procedures and**

**Expectations at the**

**Oratory**

**2018—2019**

***IF YOUR CHILD IS NOT IN SCHOOL  
DURING TERM TIME IT IS A SERIOUS  
SAFEGUARDING ISSUE***

***INFORMATION FOR  
PARENTS AND CARERS***



**'Shine as to be a light to others'**

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**Why is good attendance and punctuality so important?**

**Good attendance and punctuality at school are vital for:**



- your child’s learning
- your child’s confidence
- good progress and attainment
- establishing in your child a positive attitude towards the world of work.
- your child’s social skills

**What is good attendance?**

In order to give a guide to your child’s attendance it might be useful to consider the government guidance on attendance:

**99%-100% Outstanding**

**96%-98% Good**

**95% Satisfactory**

**Under 95% Cause for concern**

Your child’s attendance should be at least 95%.

This is the legal minimum requirement. Any child whose attendance falls below this will be contacted by Mrs Dickinson, Ms Sall or Mrs Yamen.

Visit—[www.gov.uk/school-attendance-absence](http://www.gov.uk/school-attendance-absence) (for more details)

**Poor attendance and persistent lateness affects your child’s learning and self confidence!**

**Under 95% ATTENDANCE is a cause for concern. Why?**

Take a look at the chart below...

| Attendance over the year | Equals days absent | Equals Weeks absent | Equals number of lessons missed. |
|--------------------------|--------------------|---------------------|----------------------------------|
| 95%                      | 9 days             | 2 weeks             | 50 lessons                       |
| 90%                      | 19 days            | 4 weeks             | 100 lessons                      |
| 85%                      | 29 days            | 6 weeks             | 150 lessons                      |
| 80%                      | 38 days            | 8 weeks             | 200 lessons                      |
| 75%                      | 48 days            | 10 weeks            | 250 lessons                      |
| 70%                      | 57 days            | 11.5 weeks          | 290 lessons                      |
| 65%                      | 67 days            | 13.5 weeks          | 340 lessons                      |

**Persistent LATENESS is a cause for concern. Why?** Take a look at the chart below...

| Minutes late per day | Equates to days of teaching lost in 1 year... | Which means this number of lessons missed. |
|----------------------|---|--|
| 5                    | 3   | 17   |
| 10                   | 7   | 35   |
| 15                   | 10.5  | 52   |
| 20                   | 14  | 70   |
| 30                   | 21  | 104  |

**Unauthorised absence:**

Unauthorised absence is recorded when a child is absent from school for the following reasons:

- holidays /overseas travel,
- family gatherings / social events
- their birthday

**In cases where this occurs we have a duty of care to take the following action:**

- ✓ Phone or write to you
- ✓ Invite you into school for a meeting
- ✓ Seek professional support for parents / carers having difficulties
- ✓ Work with the local authority Spot-light team

**PLEASE NOTE: Any request to take your child out of school during term time for a holiday / visiting family overseas will NOT be authorised by the Head Teacher.**

If you take your child out of school, it will be recorded as an unauthorised absence.

Advice given to the school has been that a fixed penalty notice (£60 ) can be issued for a child taking an unauthorised term time holiday, possibly from both parents.