What can you do to help your child's attendance?

Only keep your child at home for genuine illness. If you are in doubt, bring your child in. We will call you if we feel that your child needs to go home due to illness.

We are able to administer medication if it is required 4 times a day, (such as antibiotics) and pain relief e.g. Calpol. Medication forms must be completed by parent/carer at the main school office.

Our school attendance target is 96% and above. We will send out half termly attendance statements. We use a traffic light system to help support parents/carers understand your child's attendance.

Below is an overview of the traffic light system we use.

	%	Comment
Green Less than 30 hours of lost learning.	**96 – 100%**	Your child's attendance meets our school expectation. You are supporting your child with achieving the best possible outcomes in life. If your child has achieved 100% - Excellent!
Amber 50 hours of lost learning	**94 – 95.9%**	**Stage 1:** Your child's attendance is a cause for concern. An attendance consultation is required to identify any barriers to learning and initiate school support. We hope that by bringing this to your attention now, your child will soon return to green attendance.
	91 – 93.9%	**Stage 2:** Your child's attendance is a cause for concern. A formal meeting is required to review any barriers to learning, initiate school support and offer Early Help Support.
Red 96 hours of lost learning	**90% and below**	Your child's attendance is significantly below expectations and they are now on the **persistent absentees list.** A formal meeting with the Head Teacher is required to draw up an action plan. Unless rapid improvement is made, school will report to ESS and take legal proceedings which could result in a fine.

The Law

The Education Act 1966 states: "If any child of compulsory school age, who is a registered pupil at school, fails to attend regularly, the parents of the child shall be guilty of an offence. "

If your child is absent, you must

✓Contact school on each day of absence by 8.45am and provide reasons for absence.

✓Keep school informed on a regular basis if your child is absent for a long period.

✓Provide any necessary information / evidence for your child's absence

Help and Support

If you need help with attendance / punctuality, please speak to school as soon as possible, we have a full time Attendance Officer and Safeguarding and Pastoral Lead.

We can offer a range of support and signpost to external services.

Who to contact:
Attendance Officer –
Mrs S Falconer 01384 818710

Safeguarding and Pastoral Lead –
Mrs A Glover 01384 818710

NORTHFIELD ROAD PRIMARY SCHOOL

Stronger Together

Linked Together

Caring Together

Anchoring our Future

Attendance and Punctuality

Every day counts.

Every minute counts.

Attendance - Everyday Matters

We expect children at Northfield Road Primary to attend school every day.

Children who are regularly absent from school miss out on opportunities which can affect their life-long chances and future aspirations.

Missed days = Missed learning

Attendance percentage	Missed days of learning	
100%	0 days off school	
99%	Equates to 2 school days off school each year	
97%	Equates to 5 school days off school each year	
95%	Equates to 10 school days off school each year	
90%	Equates to 20 school days off school each year	
85%	Equates to 30 school days off school each year	

Reasons for absence

If you think your child is too unwell to attend school, then you must call the office as soon as possible on the first day of absence. **Please note this does not mean that your child's absence is automatically authorised.**

If there is no contact from the parents/carer or if we are unable to contact the parents/carers and your child is absent it is viewed as a safeguarding concern. Unannounced home visits will be conducted.

The effects of being late or being absent regularly

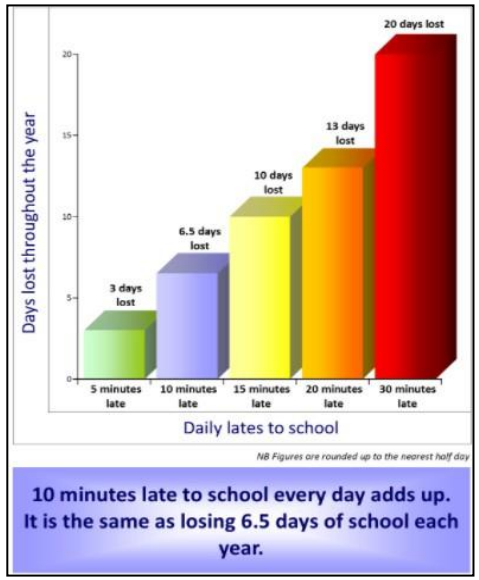
Children do not like being late or absent from school! It can affect them in many ways. For example, once your child has arrived late and sat down in class, they will have missed direct teaching and they will struggle to settle and focus. Being late will: have social implications, result in lower attainment and disrupt other pupils learning, when a student arrives late in the classroom.

Children who have high attendance and punctuality rates make better progress in their learning. This is evident in our school.

Punctuality: Every minute counts

The school gates open at 8.40am and children are able to enter classes from 8.45am.

The entry doors close at 8.55am and the registers are closed. Any child arriving late needs to be brought to the main school office by a parent/carer and signed in on the late door system. Any child arriving alone, will be treated as a safeguarding concern.



Medical Appointments

Every effort should be made to make appointments out of school time. If this is not possible, your child should miss the minimum amount of school time necessary.



If your child is well enough to attend school before and after their appointment, they should always do so.

Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by the Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, we will refer to Dudley Education Support Service (ESS) who may proceed with legal action if improvements are not made.

Unauthorised Absence

Unauthorised absences will be recorded on the legal register when there is no valid reason given, the child is absent for a reason **NOT** related to themselves, a holiday in term time and any other reason which falls under the 'O' category.