



Coniston Primary School

working together we can succeed

Attendance

Guidance for Parents/Carers

The importance of good attendance

At Coniston Primary School we strive to provide the best education for all its children in an environment that they feel safe, happy and are able to learn effectively.

We know that children who attend regularly are more likely to:

- make and maintain friendships
- develop self confidence
- achieve well academically
- develop good habits for future schooling and work life
- enjoy school

This short booklet explains how Coniston Primary School can work with you to ensure that your child attends school regularly and on time and so that their primary education can be as successful as possible.

What does the school do to encourage good attendance?

Coniston recognises the importance of working in partnership with families and that good communication is vital to this. Parents and carers are encouraged to speak with staff if they have any questions or concerns about their child's education or well-being. Teachers are available after school each day, although if you need to discuss something in more detail it is worth making an appointment in advance.

We also monitor attendance closely. Each week class and whole school levels are published in the weekly newsletter with the best class winning an award.

Each term, 100% attendance certificates are presented and these children are also put into a prize draw for each class.

In addition, children whose attendance is causing concern are highlighted so the reasons can be identified and the necessary support or other action put in place to improve the situation.

Finally, we aim to make school a great place for your child to be—a place where they have fun and learn with their friends.

When should my child attend school?

School is open 190 days a year and it is expected that every child attends school every day, unless there is a good reason for them not to.

At Coniston, term dates are published for the year ahead, both in newsletters and on the school website, along with closure days for Inservice Training.

The school day starts at 8.50am to 3.15pm. Please make sure children arrive in school ready for the start of the day.

Why might my child miss school?

Most children, at some time, may be unwell and unable to attend school. If this happens, the school expects the parent/carer to contact the school to inform them of the reason for absence. They should do this for each day the child is absent. This absence will be recorded as an **authorised absence**.

Very occasionally there may be other reasons for a child to be absent from school. This may include medical appointments (although these should normally be outside school times) or an unexpected event.

Please check with the school and we can let you know if we will authorise the absence.

Unauthorised absence

Children's absence will be marked as "unauthorised" unless we receive an acceptable reason for their absence. These unauthorised absences are looked at when we monitor children's attendance and can lead to further action being taken by the school and the Education Welfare Service.

What about holidays?

The government has recently changed the law regarding school holidays. A holiday can now only be authorised in **exceptional circumstances**.

A request for holiday absence should be made to the Head teacher in writing, explaining the exceptional circumstances. Alternatively, a meeting with the Head teacher can be arranged.

The school reserves the right to request that the Local Authority issue a Fixed Penalty Notice to parents/carers who take children out of school for holidays during term time.

Policy

This booklet has been produced to support parents and carers. The school's full attendance policy can be found on the school's website or collected from the school office on request.