

Are you having problems getting your child to school for any of these reasons?

- won't get out of bed on a morning
- won't go to bed at night
- can't find their uniform, school bag, books...
- slow to eat breakfast
- haven't done their homework
- watching TV
- are worried about a test or assessment

If so, could you try...

- having a set time to go to bed
- having a set time to get up
- having uniform and bag ready the night before
- having a set time for starting and finishing breakfast
- setting a time for homework activities
- speaking about school positively
- being firm, send your child to school

If you need help with attendance you please **talk to the school about it as soon as possible. We are here to help.**

Sometimes, school may need to involve other services to help you. **The school and Local Authority want to help you if you have a problem.** If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

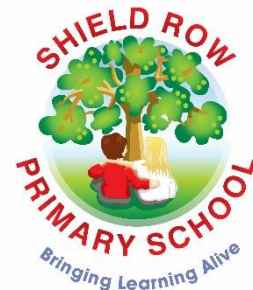
Please speak to your child's class teacher if you feel you need some help or support with your child's attendance or punctuality.

Pupil Attendance is regularly monitored and reports analysed on a termly basis.

You will be alerted by school if your child's attendance falls below 96%.

You will be alerted by the Local Authority if your child's attendance falls below 90%.

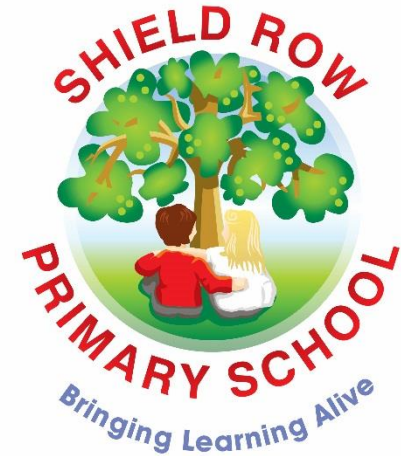
If improvements in attendance aren't evident you will be invited into school to discuss targets.



Shield Row Primary School, King Edward VIII
Terrace, Stanley, County Durham DH9 0HQ

Contact: 01207 239661
Email: office@shieldrow.co.uk
Headteacher: Miss J Cooke

Shield Row Primary School



Absence and Lateness The Facts



Why is regular attendance at school important?

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.

They learn better. They make friends. They are happier. They have a brighter future.

Missing school means missing out...

To have 'good' attendance your child's attendance should be 96% plus.

Legal Responsibilities

Parents/carers of children of legal school age must make sure they receive fulltime education. They must ensure their child attends school regularly and stays in school all day.

The Law

Section 444 of the Education Act 1996 is the law under which a parent/ carer can be prosecuted.

The Consequences

Parents/carers can be taken to court for breaking the law. The maximum penalty is a fine of up to £2500 per parent per child and/or up to 3 months imprisonment.

Penalty Notice

The Local Authority also have the power to issue a penalty notice. Penalty notices start at £50 per child, per parent. If not paid, these fines rise to £100. Failure to pay may lead to prosecution.

If Your Child is Absent You Must:

- Contact school on the first morning of absence
- Keep school informed on a regular basis if your child is absent for a long period

Failure to do these things may result in your child's absences being unauthorised.

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday is taken which is not approved by the school, lateness after the register closes or illness without medical evidence.

Medical Appointments

If it is possible, any appointments should be made out of school time. If this is not possible, your child should miss the minimum amount of school time possible. **If your child is well enough to go back to school following the appointment, they should do so.**

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

Persistent Absence

If your child's attendance falls **below 90%**, this is considered by the Government to be **persistent absence**. Where attendance falls below 90% and there are unauthorised absences, this may result in a referral to the Local Authority for enforcement action.

Punctuality

At Shield Row Primary School, we expect children to attend school on time every day. Regular attendance and good timekeeping helps children to develop their confidence and to make and keep lasting friendships.

Punctuality is very important. School opens to pupils at 8:45am and registration is taken at 8:55am. Registration closes at 9:00am. Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and miss time with the class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons.

If your child arrives after registration closes, they will receive a late mark. If a pupil is often late, parents will be contacted and asked to meet with school staff to see how this can be improved. Support will be offered to both parents and pupils as required.

Being late adds up to loss of learning.

**5 minutes every day = 3 days lost per year
10 minutes every day = 6 days lost per year
20 minutes every day = 13 days lost per year
30 minutes every day = 19 days lost per year**

Be on time and don't miss out!