

January 2018

Firstly, and most importantly, a BIG well done and thank you to all pupils who have 100% attendance so far this term.

The Department for Education tracks attendance carefully and as you are aware from the weekly newsletter the aim this year for Reculver School to achieve above 97%. To date our attendance is **96.32%** which is below what is expected, however, I have every confidence that we can improve on this with your support.

GOING TO SCHOOL – WHY IT’S SO IMPORTANT

Lots of people think that missing the odd day at school here and there can't do much harm. But even taking a short amount of time off can be a problem. Your child might fall behind in their work and not be able to catch up. If there are gaps in their knowledge they will suffer when school assessment time comes around. There could be other problems too; Children who miss school are missing out on the social side of things which affects their ability to make and keep friends.

REGULAR ATTENDANCE MEANS PUNCTUAL ATTENDANCE

Arriving on time for registration is important as late arrivals can be disruptive to the class and embarrassing for the child who is late.

Children can miss important information during registration.

If your child arrives after 9.20 am then the morning session gets marked as an unauthorised absence.

- Gate opens at 8.30 am
- Classroom doors open at 8.40 am
- Registration is taken at 8.50 am
- Late arrival is between 9.00am and 9.20 am
- Arrival after 9.20 am is recorded as an unauthorised absence.



School finishes at: 3.10 pm - Early Years
 3.15 pm - Years 1 and 2
 3.20 pm – Years 3 - 6

Please collect your children promptly.

Each Class receives a **“REGISTRATION-on-TIME”** certificate. If your child is late the whole class misses out.

Registration-on-Time Certificates for Terms 1 & 2 - Out of a possible 13 weeks

CATERPILLARS	9
WIGGLY WORMS	10
ANTS	7
BUTTERFLIES	12
LADYBIRDS	8
BUSY BEES	6
GRASSHOPPERS	9
DOLPHINS	2
OCTOPUS	4
SEAHORSES	10
SEALS	6
STARFISH	4
LEOPARDS	11
TIGERS	8
JAGUARS	6
PUMAS	7
LIONS	4

Only 129 Certificates out of a possible 221!

WHAT’S ACCEPTABLE, WHATS NOT?

Of course there will be times when your child has to miss school for a good reason. If your child needs time off you need to ask the school permission as far in advance as possible.

When is it ok for your child to stay away from school?

- Illness – If your child is genuinely ill then of course they will need to remain at home. Please contact the school office daily before 9.15 am with a reason for absence. Please note that to say your child is unwell or sick is not an acceptable reason, the school requires more specific details. If no reason is received on the day of absence an unauthorised mark will be applied.
- Medical Appointments – try to avoid medical appointments during the school day or make them as close to the end of the school day. Naturally there will be times when this is not possible but try to give us as much advance warning as you can. In addition, a copy of the appointment letter will need to be seen and recorded to enable us to record a medical absence.
- Bereavements – let us know as soon as possible if someone in your family dies – we will want to make sure that the staff and pupils act sensitively with your child on their return.

TO SEND OR NOT TO SEND?

Often a child will wake up in the morning saying they feel unwell. Whilst we do encourage children to come into school even if they feel 'a little unwell' we do not want any child who is genuinely ill to come to school. Always try and send your child to school if they are a little 'under the weather' for example with a runny nose, headache, and tummy ache. The school will always contact you if your child is unwell which is why it is also vitally important that we have your correct contact details.

WHEN IS IT NOT OK FOR YOUR CHILD TO STAY AWAY FROM SCHOOL

- **Holidays** – only in exceptional circumstances will term time holidays be authorised by the school and a request must be put in writing to the Headteacher.
- **Birthdays** – your child should still attend, even if it is their birthday.
- **Shopping** – or any other activity for which there is no serious reason for your child to stay away from school.

HOWEVER, please do not send your child to school if they have any infectious illnesses like chickenpox, measles etc. Medical confirmation from your doctor will ensure your child's absence will be authorised. If your child has been vomiting or is suffering from diarrhoea then they must stay away for 48 hours from the **last** bout of illness. This is to ensure that any infection does not spread through the school.

AUTHORISED OR UNAUTHORISED

The responsibility for deciding whether an absence is authorised or not authorised is the Headteacher's. Parents should be aware that merely providing an explanation for their child's absence does not automatically constitute an 'authorisation' for this absence. This is the Headteacher's decision alone.

If your child receives 10 unauthorised marks or 10 late marks within 100 sessions (50 days) this will result in a Penalty Notice being requested.

Please note Reculver School **DOES NOT** receive the monies from the Penalty Notice.

NOW THE LEGAL STUFF

School attendance is important because the law requires it. As a parent you are legally responsible for making sure your child gets a full time education. This means registering your child at school and making sure that they attend regularly.

NEW ATTENDANCE REGULATIONS SEPTEMBER 2013

There have been changes to the law which govern attendance in schools and holidays during term time. Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments came into force on the 1st September 2013.

TERM TIME HOLIDAYS

'The Education (Pupil Registration) (England) Regulations 2006 used to allow headteachers to grant leave of absence for the purpose of a family holiday during term time for 'special circumstances' of up to ten days leave per school year. Headteachers were also able to grant extended leave of more than 10 days in 'exceptional circumstances'.'

Amendments to the 2006 regulations removes reference to the family holiday and extended leave as well as the statutory threshold of 10 school days. The amendments make it clear that headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

What this means is that we will no longer authorise holidays taken during term time. If there are 'exceptional circumstances', each case will be considered on an individual basis. All other non-medical absences will be treated as unauthorised. These legislation changes have been made by the Department of Education in order to improve attendance and emphasise the importance of ensuring that no valuable school time is lost. School is absolutely essential for pupils' future life chances.

The School's Attendance Policy confirms that:

- Agreement to each request is at the Headteacher's discretion, acting on behalf of the Governing Body
- Each case will be judged on its own merits
- The Headteacher's decision is final
- Leave cannot be authorised retrospectively

A request for holiday during term time must be received in writing and you will be required to attend a meeting with the Headteacher.

A holiday taken during term time could result in a Penalty Notice. Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Services.

Please work with us to ensure we make the most of every minute of your child's valuable time in school by getting them here every day, on time and ready to learn.

ATTENDANCE FACTS

Above 97%

Less than 6 days absence a year!

Excellent attendance! Pupils with this attendance should achieve the best grades they can.

95% Equivalent to missing 9 days (18 sessions)

90% Equivalent to missing 19 days (38 sessions)

Pupils with this attendance are missing approximately a month (20 days) of school per year and may fall behind in Maths, Literacy and other subjects; it will be difficult for them to achieve their best.

85% - 29 days (58 sessions) absence in a year!

These pupils are missing approximately 6 weeks of school a year! It will be very difficult for them to keep up and achieve their best.

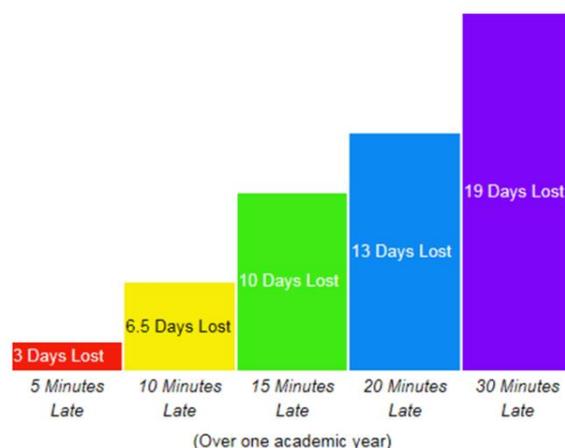
80% - Pupils with this attendance are missing a day for every week of school!

It will be almost impossible to keep up with their work. Parents of pupils with this level of attendance will be well known to the Schools Liaison Officer (SLO). Your child's attendance will be closely monitored and letters will be sent home to alert you of their poor attendance.

75% 48 days (96 sessions) 10 weeks

70% 57 days (114 sessions) 11.5 weeks

65% 67 days (134 sessions) 13.5 weeks



NEW ANNUAL ATTENDANCE RAFFLE

Academic Year 2016/2017 saw the introduction of our Annual Attendance Raffle which took place at the end of term in July. For every week you child receives 100% attendance their name is entered into the raffle. Some fantastic prizes were donated last year including a Trip to Kingswood Residential, family ticket to Chatham Dockyard and more!!

This year we have already received a donation of a Kindle Fire (Kids Edition) and hopefully more prizes will be received.

Therefore, again, every child has the chance to win if they attend school.

Missing School Is Missing Out

We categorise levels of attendance into red, amber or green

GREEN – 100% EXCELLENT attendance above the national expected average, ideally where all children should aim to be.

AMBER – 97% or above. GOOD attendance – in line with or above national expected average.

RED – 96.9% or below Attendance BELOW expected level – if your child drops below 96% you will receive a notification of this. Depending on individual circumstances we may arrange for you to come into school to discuss your child's attendance levels.

REWARDING GOOD ATTENDANCE

For 100 % attendance over 2 terms i.e.

Terms 1 & 2 - Autumn or

Terms 3 & 4 Spring Term or

Terms 5 & 6 Summer Term = **BRONZE CERTIFICATE AND BADGE**

For 100 % attendance over 4 terms i.e.

Terms 1 & 2 - Autumn and Terms 3 & 4 Spring or

Terms 3 & 4 Spring & Terms 5 & 6 Summer or

Terms 1 & 2 Autumn & Terms 5 & 6 Summer = **SILVER CERTIFICATE AND BADGE**

For 100 % attendance over 6 terms = **GOLD CERTIFICATE AND BADGE and a Non Uniform Day**

152 BRONZE CERTIFICATES FOR TERMS 1 AND 2

Children who just missed out and achieved 99% will receive a
"School Rocks" pencil.

Every child has the opportunity to receive a certificate for 100% Attendance!

School Matters!



Attend Today, Achieve Tomorrow