

Chalfont St Peter Infant School

'Learning Together and Celebrating Success'

Every Lesson Counts

A guide to School Attendance
produced in association with Buckinghamshire Council

What if???

If your child misses 10 days of school across the year (20 sessions)

..... they already have a 95% attendance

If your child misses 20 days of school across a year (40 sessions)

..... that's only 89% attendance – the equivalent of half a day off per week for a whole year.

If your child misses 38 days of school (76 sessions)

... that's 80% attendance – the equivalent of a day off a week for the whole year

Most common acceptable reasons for absence

- ✓ Illness of child (not the parent)
- ✓ An **emergency** medical or dental appointment that has not been possible in out of school hours
- ✓ A religious event such as Eid or Diwali

Anyone wishing to take their child out of school on compassionate grounds should write to the school, requesting permission and explaining the situation.

Every child has the right to receive full time education

Children can only make the most of educational opportunities if they attend regularly and on time

Lessons lost will never be found

95% attendance or below is a cause for concern

It is not a parental right to take a child out of school for a holiday; parents must request authorisation.
Holidays taken during term time are not authorised

What does school do?

Provides 190 days (320 sessions) of planned curriculum delivery – not a day should be missed.

Listens and supports- we are here to help.

Reports levels of school attendance to:
The Local Authority, The Department of Education and Ofsted.

Monitors attendance.

Reports a child's attendance, at least annually, to parents.

Informs parents of their child's unacceptable absence and liaises with parents to discuss the issue and ways we can support.

The School operates a first-day call system to report absences. Please help us to make it a success by:

- Informing the school in advance of any medical/dental appointments
- Phoning the school by 9.30 am on **each** day of absence, to let us know that your child will not be in school that day and the reason for absence.

The school will:

- Phone parents who have not reported an absence before 10 am to check that a child is safely at home.

Parental Responsibility

Education Act 1996, Part V1, Chapter 11, Section 444

If a child of compulsory school age who is a registered pupil at a school fails to regularly attend the school, his/her parent is guilty of an offence.

In a few cases where a child persistently misses school and parents are aware of the situation but have been unable to provide a reasonable explanation to the school for the absence, the parents may be prosecuted in the Magistrates Court.

What can parents do to help?

- Report the absence of your child as early as possible on the first day of absence
- Ensure that your child is in school for registration – do not let him/her miss out on the first part of the day, where crucial teaching is undertaken
- Arrange a meeting after school if you need to speak to the Class Teacher
- Do not take holidays or days off during term time. Understand that the beginnings and ends of terms are as important as any other time in school
- Do not allow your child time away from school unless it is absolutely necessary. A birthday or family celebration is not a reasonable excuse for a day off school
- Encourage a pattern of punctuality and good attendance with your child – let him/her see it matters
- When one of your children is off school make sure that others attend school – perhaps ask a friend or family member to take them in and check to ensure arrival at school
- Take notice of how much time your child has been away from school
- Let us know if you are about to leave the area, change your address or any of your contact numbers. Ensure that we always have up-to-date contact information
- Complete the Home School Agreement to confirm your support of the school and its aspirations

Why is important to be on time?

If your child is late -

- They might feel self-conscious
- They miss the beginning of the lesson which contains the introduction to the work from the teacher
- They will be 'catching up' for the rest of the lesson
- They miss the social part of the beginning of the day
- They may be reluctant or refuse to enter the classroom
- They will cause disruption for all other class members

Do speak to us if we can help.

Together we can champion excellent school attendance and give the children the best possible chances.

Contact Details

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