

Lauriston School

Attendance

Facts for Parents & Carers

"Education is the most powerful weapon
that you can use to change the world"
Nelson Mandela

EVERY DAY COUNTS!

At Lauriston we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best.

Although we aim for 100% attendance, each year we set a target for attendance and this is used to compare us to other schools nationally. Our current attendance **target is 97%**.

Attending school every day will help give your child the best possible start in life.

Going to school every day means:

- Learning new skills
- Making friends
- Having lots of fun
- Building lasting relationships
- Taking part in activities



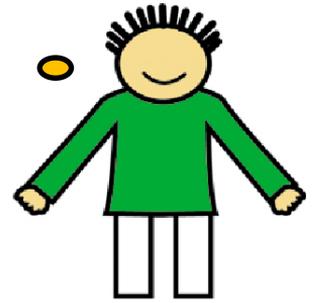
Don't count
the days,
make the
days count.

You can help us to help your child by encouraging regular school attendance.

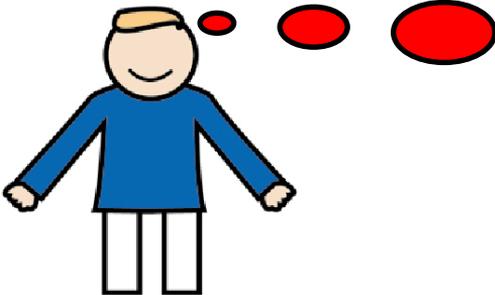
Regular attendance helps children to develop their confidence and to make and keep **lasting friendships.**

DID YOU KNOW?

90% attendance is equivalent to missing a total of 100 hours schooling



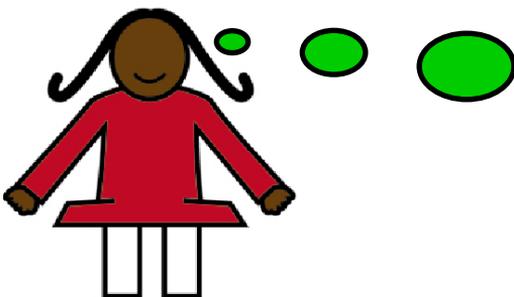
If you take a 2 week holiday in term time, attendance for the year immediately drops to 95%



90% attendance means 1/2 a days absence each week; 4 weeks over the year and half a years absence over 5 years!!



90% attendance is equivalent to a full month off school in a year!



PUNCTUALITY

Poor punctuality or leaving before the end of the school day is not acceptable.

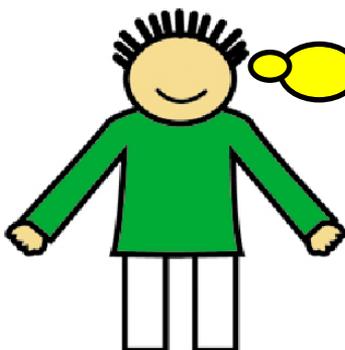
School data shows a **link between poor attendance and under-achievement.**



Missing just **10 minutes of a school day** is the same as missing **two weeks over the year.**

Pupils who arrive late and/or leave early also **disrupt lessons**, which can be embarrassing for the child and can in turn, encourage absence.

It is also extremely **disruptive for the rest of their class.**



Children can arrive at school and go into class from **8:45 onwards.**

They should be at school **no later than 8:55.**

Lessons start at **9:00.**

ATTENDANCE PERCENTAGE GUIDE

100% Attendance	0 Days Missed	Excellent
97% Attendance	(1 week of learning missed)	Satisfactory
90% Attendance	(3 weeks & 4 days of learning missed)	Poor
85% Attendance	(5 week & 3 days of learning missed)	Very Poor
80% Attendance	(7 weeks & 3 days of learning missed)	Unacceptable
75% Attendance	(9 weeks & 1 day of learning missed)	Unacceptable

REDUCING ILLNESS DAYS

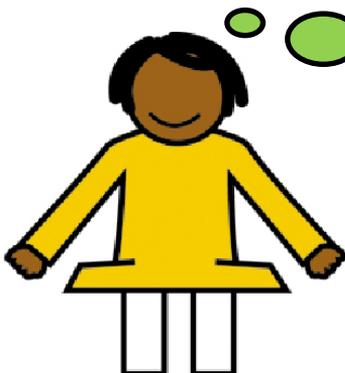


If your child says they do not feel well and you are unsure about whether to send them to school or not, please send them to school.

If they are ill we will ring you to collect them.

If your child is too ill to attend school please call us in the morning on 0208 985 6331 and leave a message on our absence line.

Lauriston Primary School uses a '**1st day calling**' system. If your child is absent and we have not received notification a call will be made to you.



Good sleep patterns and realistic bedtimes, eating well and exercising regularly can make a big difference to overall health.



MEDICAL APPOINTMENTS



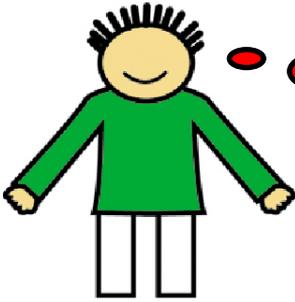
If your child has to have a medical or dental appointment in school time please do your best to arrange it after 2PM and then your child can receive their registration mark for the afternoon. If it needs to be a morning appointment please try and bring them to school first to get their mark and then return them to school afterwards.

Every half-day absence from school has to be classified **by the school** as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like: illness (where a child is too ill to attend school for good reason) medical/dental appointments which **unavoidably** fall in school time, emergencies or other unavoidable causes.

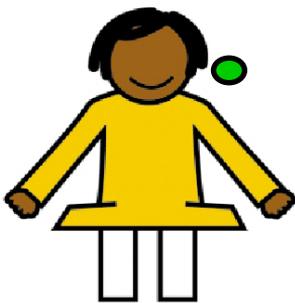
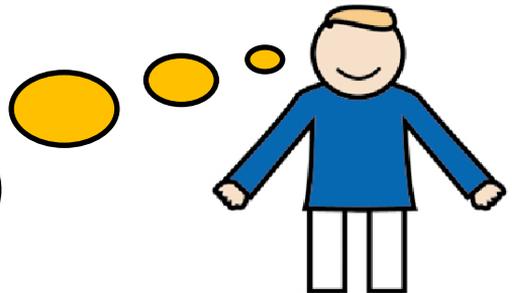
Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Hackney Learning Trust using sanctions and/or legal proceedings.

DID YOU KNOW?



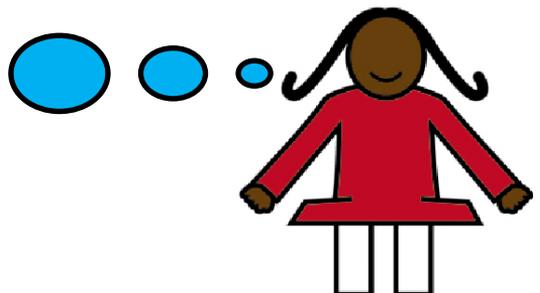
Around 85 million days
are lost to absence
each year!

You can be fined or
given a 3 months prison
sentence if you child
misses too much school.



Research shows that
pupils who attend
school regularly are
more likely to do well
in the future.

To encourage your child
to have positive feelings
about school become
involved - ask them
about their day!!



HOLIDAYS

PLEASE THINK VERY CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME.

In law you **must** ask for permission for your children to miss school.

Leave in term time **will only be agreed where the Executive Head Teacher feels there are exceptional circumstances**. Also, it is possible that leave **will not be agreed** when attendance already includes **unauthorised** absence and/or attendance is already causing concern.

You can request “leave in term time” for your child using a request form available at the School Office.

Parents who take a child of compulsory school age on holiday without permission from the school may be issued with a **penalty notice and a fine**.

TO HELP YOUR CHILD DO WELL IN SCHOOL. YOU SHOULD:

- Arrange family holidays to coincide with school holidays
- Never take your child out of school when there are important test or examinations
- Be aware of the potential impact on your child’s education.
- Avoid taking your child out of school when they are just starting. This is very important as your child needs to settle into their new environment as quickly as possible.

HOLIDAY FACTS

There are 190 statutory school days in one year. That means **there are 175 days** (weekends and school holidays) **available to use for holidays.**

There is **no** automatic entitlement in law to time off in school time to go on holiday.

Head Teachers **cannot** authorise any leave in term time unless there are exceptional circumstances.

Any period taken without agreement of the school, or in excess of that agreement, will be **classified as unauthorised and may attract a Penalty Notice.**

A **2 week holiday** in school times means your child has approximately **50 hours of missed work** to catch up on.

POLICY & PROCEDURE

- Pupil attendance will be closely monitored. The Head of School and Pastoral Care Manager will check pupil attendance percentages regularly to see if action is required.
- First response calls will be made daily if a child does not attend school.
- Ensuring your child's regular attendance at school is **your legal responsibility**.
- Classes are encouraged to compete for the best attendance in a weekly Lauriston Celebration.
- If attendance drops to 90% pupils are identified as 'Persistent Absentees'. The Pastoral Care Manager will call to parents/carers to discuss their child's attendance record.
- A pupil becomes a '**persistent absentee**' when they miss **10% or more** schooling across the school year **for whatever reason**.
- All PA cases are also automatically made known to the Local Authority Attendance Team. PA cases will be closely monitored to see if further action is required.
- Attendance officers can use sanctions such as **Penalty Notices or Fines**.
- Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking their children away in school time.

HOW YOU CAN HELP

- Aim for 10 hours sleep a night for your child. This will make the following day at school easier for them to cope with.
- Make sure your child eats breakfast, it helps them stay alert at school. Breakfast club is available from 7:45am
- Help your child develop routines.
- Get their school bag ready the night before.
- Develop a night time routine that involves checking their book bag, reading and bed.
- Try and make sure that any medical/dental appointments are made for after school.
- Never take holidays in term time.
- If you know your child will be absent from school, call the school or provide an appointment card or letter before the day of the absence.
- If your child is ill, ring the school as soon as possible on the first day of absence.

If you need help or advice regarding attendance please contact our Learning Mentor Miss Barker via the main school number 020 8 985 6331