

## School Attendance Matters



● Respect ● Caring ● Loving ● Friendship ● Forgiveness

### USEFUL NUMBERS

Miss Knox - Attendance Officer in school 0151 477 8510

Education Welfare Officer- Kath Holmes 0151 443 3458

School Attendance Improvement Officer- Phil Ball 0151 443 5134

#### 10 Tips to help you and your child make going to school easier.

1. Help them get their school bag packed the night before.
2. Make sure their uniform is ready especially after the holidays or weekend.
3. Get them to bed at a reasonable time so they have a good night's sleep.
4. Set the alarm clock early enough to allow plenty of time to get ready properly.
5. Make sure they have something for breakfast.
6. Set off for the bus or start walking early enough so they won't be late: punctuality is important.
7. Check to make sure they have everything they need — books, PE kit, dinner, money etc.
8. If your child is finding the work too hard speak to the teacher.
9. Talk to your child about what they did in school today.
10. If you or your child are unhappy about anything please contact the school. WE ARE HERE TO HELP.

## Attendance Facts:

- The Local Authority regards **96%** as the minimum satisfactory attendance for Kirkby CE Primary School.
- Keeping children away from school for no good reason is a criminal offence.
- 80% attendance is the same as having a day off every week
- Most children should routinely have attendance rates of 97% or more.
- This is the equivalent of 6 days absence a year. BUT 100% is achieved by many pupils every year in both primary and secondary schools.
- If you take a two week holiday in term time your child's attendance will automatically be reduced to less than 95% and this is without sickness.
- The school regards **96%** as the minimum satisfactory attendance for a primary school pupil.
- A 2 week holiday each year in primary school means a total of 14 weeks teaching time missed - this could have a real impact on their basic literacy and numeracy skills.

### Rewards, Rewards, Rewards

We have termly and yearly awards and certificates for children with excellent attendance;

**Gold Award 98% - 100% Attendance**  
**September - July -School trip to the seaside.**

**Silver - 98% - 100% Attendance**  
**September - April**

**Bronze - 98% - 100% Attendance**  
**September - December.**

**If your child has 98%-100% attendance at the end of every term they will be put into a super raffle draw to win £50.00 voucher.**



## School Attendance Fact Sheet for Parents



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*"Building on a tradition of achievement and values in a caring environment"*

#### Please think!

There are only **40** teaching weeks in the school year.  
Missing six days every term of every year is the same as missing one whole school year.  
95% attendance sounds good, but still means that you are taking one day off a month .  
Would you think it was acceptable if your teacher did not come to school to teach you for a week because he/she had gone on holiday.



### Ways we are improving attendance at Kirkby CE Primary School

Reporting of weekly attendance for classes in Assemblies and displays.

Bronze, Silver and Gold rewards, certificates and badges at the end of every term to children who achieve 98%-100% attendance.

At the end of every half- term your child will be given a traffic light post card reporting on their attendance and it will either be: Purple, Red, orange or green. This means the following:

#### **80%-85% ATTENDANCE**

At least 5 ½ weeks of missed learning .

Your child's poor attendance has a significant impact on learning .

#### **85%-90% ATTENDANCE**

At least 4 weeks of missed learning .

Your child may be at risk of underachieving and may need extra support from you to catch up with work.

#### **90%-95% ATTENDANCE**

At least 2 weeks of missed learning .

Satisfactory. Your child may have to spend time catching up with work.

#### **95%-100% ATTENDANCE**

Best chance of success  
Your child is taking full advantage of every opportunity.

A reminder of some important attendance and punctuality procedures:

- We will carry out 1<sup>st</sup> day response to unexplained absences if we do not hear from you.
  - Late gates will be monitored by Miss Knox and Miss Hindmarsh. Gates close at 9am.
- Monitor and support families who are at risk of falling below expected levels for attendance and punctuality.
- Provide personalised support for children and vulnerable groups where attendance and punctuality is a concern.
  - Parent/ Carer attendance panel meetings for children whose attendance is a concern and or below 90%.
  - Referrals to Education Welfare Officers.

#### ***Please note the following:***

- If your child is absent from school **YOU MUST CONTACT** the school to give a reason why. If school becomes concerned about the frequency of absence with a child we will contact parents /carers or the EWO to share concerns. You can notify the school of absences by using the school app notification, or by ringing the school on 477 8510.
- Dentist/doctors appointment times must be made for before or after school.
- Early departures/late arrivals will be monitored and recorded in the office to enable us to monitor the frequency or any patterns emerging.
- No holidays are authorised in term time, except exceptional circumstances which will be decided by Miss Hindmarsh.
- Please note that the School register closes at 9.20am for Reception and KS1 and 9.25am for KS2. Parents/carers of absent children who haven't contacted the school will be contacted.
- SATS tests will take place during the Month of May for Year 2 and Year 6. Children in Year 1 will be taking part in national literacy tests during **June**. **It is vital that your child/dren is in school for these important tests.**
- For the Year 6 children the months of May / June/ July are very busy as these will also include transition days where if your child is absent they may miss important dates and information regarding their new school.