



# ATTENDANCE MATTERS

INFORMATION FOR DURSLEY PRIMARY C OF E PRIMARY ACADEMY

## BUT WHAT IF MY CHILD IS ILL?

Of course children are ill on occasions and when this is the case we readily accept that being home is the best place to be.

Children cannot help being ill, and we want all of our children to be well and healthy to enable them to learn happily and confidently when they are here.

**This poster provides really [useful guidance](#).**

## REQUEST FOR LEAVE OF ABSENCE

Only the Headteacher can authorise absence.

Taking holidays and other unnecessary absence in term time means that your child is missing out on their education.

If you need to request a leave of absence, please complete and absence request form, available from the school office. This should be returned at least 14 days before the proposed absence.

No leave will be authorised during term time unless there are exceptional circumstances e.g. bereavement of a close family member, wedding, consultant appointments etc:

## EVERY DAY COUNTS

As parents you are legally responsible for ensuring your children of school age receive a suitable full time education. The school must keep a computerised registration system in which students' attendance details are marked at the beginning of each morning and afternoon session.

**The table below shows how important it is that all children have good attendance. It is important all children do not miss any vital learning.**

|                           | ATTENDANCE RATE | EQUIVALENT DAYS ATTENDED | DAYS ABSENT  | LEARNING HOURS LOST |
|---------------------------|-----------------|--------------------------|--------------|---------------------|
| Excellent                 | 100%            | 190                      | 0            | 0                   |
| Good                      | 95%             | 180-189                  | 1-10         | 5-50                |
| Cause for Concern         | 90-94.9%        | 171-179                  | 11-19        | 55-95               |
| Unsatisfactory            | 85-89.9%        | 161-170                  | 20-29        | 100-145             |
| Serious cause for concern | 80-84%          | 152-160                  | 30-38        | 150-190             |
| Critical                  | 79.9 and below  | Less than 151            | More than 48 | More than 240       |

## HOW WILL WE ACHIEVE GOOD ATTENDANCE?

- Good attendance is everyone's responsibility
- We meet with parents/carers to discuss support strategies where appropriate
- We celebrate and reward good and excellent attendance
- We work closely with the Gloucestershire Education and Inclusion Team