

ATTENDANCE AT REDDAL HILL:

Reddal Hill Primary is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence.

For our children to gain the greatest benefit from their education it is **vital** that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

WHY REGULAR ATTENDANCE IS SO IMPORTANT

Learning – Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your **legal** responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

UNDERSTANDING TYPES OF ABSENCES

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED.

This is why information about the cause of any absence is always required, preferably in writing.

AUTHORISED

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other, and a child will be encouraged to change their behaviour with the support of a review card. unavoidable cause.

UNAUTHORISED

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 Local Authority using sanctions and/or legal proceedings. Please see examples in our Attendance Policy.

PERSISTENT ABSENTEE(PA)

A pupil becomes a 'persistent absentee' when they miss **10%** or more schooling across the school year for whatever reason.

ABSENCE PROCEDURE

If your child is absent, you must:

- Contact us as soon as possible on the **first** day of absence;
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- School phone number is :
01384 569053

If you are unsure if your child is well enough for school, you may find the document, 'Is my child too ill for school' useful to help you make the decision. You can find this on the school's website or go to www.nhs.uk/live-well/is-my-child-too-ill-for-school/

LATENESS

Poor punctuality is not acceptable.

If your child misses the start of the day they can miss work. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

The school day starts at **8.30am** and we expect your child to be in class at that time.

97% and above	Less than 6 days absence a year – Less than 30 hours of learning lost Excellent attendance. Your child is giving his/herself the best chance of achieving their full potential at school.
95%	10 days absence a year – 50 hours of learning lost Your child may start to find it difficult to maintain their target levels/grades Pupils who take a 2 week holiday every year can only achieve 95% attendance.
93%	13 days absence a year – 70 hours of learning Lost Missing this much time is putting your child in an unfair position when it comes to achieving their potential.
90% and below	19 days absence a year – 95 hours of learning lost Your child is now classified by the Government as “Persistently Absent”. Missing so much time means it will almost be impossible for your child to learn effectively. Parents of young people in this group could also face the possibility of legal action being taken by Sandwell Council, including the issuing of Penalty Notices and Fines.

Reddal Hill

Primary School



Attendance

Information for parents /
carers and children