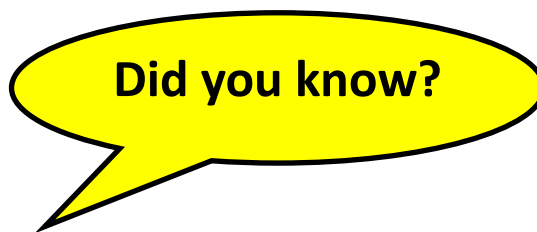


## Tips to help with good attendance...

1. Establish good routines in the mornings and evenings so your child is prepared for the day ahead.
2. A good night's sleep followed by a good breakfast can make a big difference. Primary school age children should be getting 9-12 hours sleep.
3. Arrive on time for school—punctuality is important. The children start their learning as soon as they arrive, missing just 10 minutes a day is the same as missing 2 weeks over a year!

### **PLEASE NOTE: SCHOOL STARTS AT 8:40AM**

1. Talk to your child about what they have done at school; praise and celebrate your child's achievements.
2. If you have a concern or there is an issue around attendance, please contact school straight away—we want to help.
3. Good attendance at school is key to your child doing well and will set them up with



- **Good attendance is important to your child's future. Children who miss school frequently fall behind in their work and make less progress academically.**
- **Attending school 90% of the time is the same as missing half a day of school per week. Over one year this equates to four lost weeks of school.**
- **Where a child's attendance has fallen below 90%, parents/carers now be contacted. Attendance will then be monitored for a half-term period. Parents may be invited to an attendance meeting.**
- **Attendance of 95% and above gives your the child the best chance of success!**

### Days off school add up...

100% attendance	0 weeks of learning missed	<b>OUTSTANDING</b>
95% attendance	1 week, 4 days of missed learning	<b>GOOD</b>
92% attendance	3 weeks of missed learning	<b>NEEDS TO IMPROVE</b>
90% attendance	3 weeks, 4 days of missed learning	<b>CAUSE FOR CONCERN</b>
Below 90% attendance:	<b>PERSISTENT ABSENTEE</b>	<b>POOR ATTENDANCE</b>

## What if my child is ill?

We know that sometimes absence from school through illness cannot be avoided.

Please contact the school if you are in any doubt, and follow procedures within the leaflet.

Thank you.

If your child requires medicine following an absence or medical appointment, staff can administer **prescription medicine** only and a form **MUST** be completed in the school office.

## Holidays during Term Time

Schools are no longer able to authorise holidays in term time unless there are 'exceptional circumstance'. If you take your child on a 2 week holiday in term time, attendance for the year will be below 95%.

If you wish to take your child out of school during term time, your request must be submitted in writing to Mrs Bowe—the headteacher.

## ABSENCE PROCEDURES

### Parents and Carers

You are responsible for ensuring that children attend school regularly, punctually and properly equipped to learn.

### Notification of absence

If your child cannot attend school on a given day you are required to notify school, giving an explanation, by 9am on the first day of absence—this can be done via phone call or email. A return date may be discussed (eg: 48 hours following sickness), otherwise parents should keep in **daily contact with school**.

### How to report an absence:

- Via phone 01900 812326—answer phone available
- Via email to [head@crosscanonby.cumbria.sch.uk](mailto:head@crosscanonby.cumbria.sch.uk)
- Via Class Dojo to your child's teacher

### Lateness

If a child is going to be late, parents are required to notify school before 8:45am, providing an explanation, which is recorded on the register. If your child is persistently late we will contact you.

### Medical Appointments

Where possible, non-urgent appointments should be made outside of the school day. If a child is attending an appointment during the school day, advance notice should be given and a copy of the appointment card/text/letter should be shared.

## First-Day Calling Procedure

### Actions by School Office Staff

1. Registers saved during registration.
2. Children arriving after registration marked as 'late'.
3. Absence calls listened to/emails checked and added to register.
4. Text message sent to all absent pupil's parents/carers by 9:30am asking for contact to explain absence.

### Further Action Taken by Miss Hodgins (office)

5. If no response to text, start calling first name on contact list before 10am.
6. Ring down contact list until reply is received.
7. Headteacher/Designated Safeguarding Lead alerted to a child's absence if no response is received.

### Action by Mrs Bowe (headteacher)/DSL

8. If no reply, send second text and emails to first and second contacts.
9. Home visit made if possible/appropriate by school or other agency involved to ensure welfare of child/family.
10. Contact Police if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the 101 number.

## Crosscanonby St John's C of E School



## SCHOOL ATTENDANCE

Important Information for  
Parents and Carers

*'A little school with a big heart'*