



Houghton Primary School

Attendance

Our school attendance rate in 2008/9 was 96.4%.

Unauthorised absence rate in 2008/9 was 0.5%

(All unauthorised absences were children on holiday during term time without permission)

We are required by law to keep an accurate record of every child's attendance and absences. All absences are recorded in our school registers. Each day is made up of two sessions. If your child is absent we must put an absence code in for each session that they are away. Our registers and attendance records are checked termly by an Educational welfare Officer (EWO) from the local authority. We work together with the EWO to monitor attendance and will contact and work with families when we have any concern about a child's attendance and when a child's attendance rate drops below 85%. The schools attendance records are analysed and compared to other schools Nationally and we are required to set attendance targets and report progress annually.

Regular attendance is vital to your child's education as well as their social and emotional well-being. Frequent absences can be upsetting for children who may find it difficult to catch up with school work and friendships. As a school we are proactive and will follow up all absences. We ask our families to support us in the following ways:

Illness: If your child is ill and unable to attend school please contact the school office on the first day of absence and keep in regular contact with us if the absence is more than one day. We request that children who have been sick or have had a tummy upset do not come to school for 24 hours following their illness in order to reduce the risk of passing the illness to others. We cannot administer medicines in school unless your child has an agreed health plan (for example, a child who has severe allergic reactions, children who are on long term medication etc) See the school policy on Medicines.

Dental/Medical Appointments: Some times dental and medical appointments have to be taken during the school day. However, we ask you to try to book them for after the school day whenever possible.

Family holidays and Leaves of Absence: Leave for absence for holidays during term time can only be granted in exceptional circumstances. The school follows the local authority guidance on what constitutes 'exceptional' circumstances:

Exceptional circumstances include:

A family member is seriously/terminally ill and the holiday proposed is likely to be the last such holiday

There has been a death or significant trauma in the family and a holiday may help the child cope with the situation

The holiday is a unique, one-off, never to be repeated occasion that is time limited.

For permission to be granted under this criteria, attendance over the previous twenty weeks would need to be over 95%.

All leaves of absence must be applied for **in advance** by filling in a request form available from the school office or on our school website. If leave of absence is taken without permission, 'unauthorised' absence is recorded on the child's attendance record.

The majority of our families support the school by not taking their children on holiday during term time. Please do not hesitate to contact Mrs Young if you need to discuss a request for leave of absence.

Lateness: The doors open at 8.40am and school registers close at 9.00am each morning. Children can participate in 'Early Bird' learning activities from 8.40am and we ask that children arrive in class by 8.50am to enable them to settle ready for the start of lessons at 9.00am. We are required by law to record whether a child is late. Late marks are also reported as part of your child's attendance record. If your child is late please ensure that they are signed in at the office. We contact and liaise with families if their children are often late.