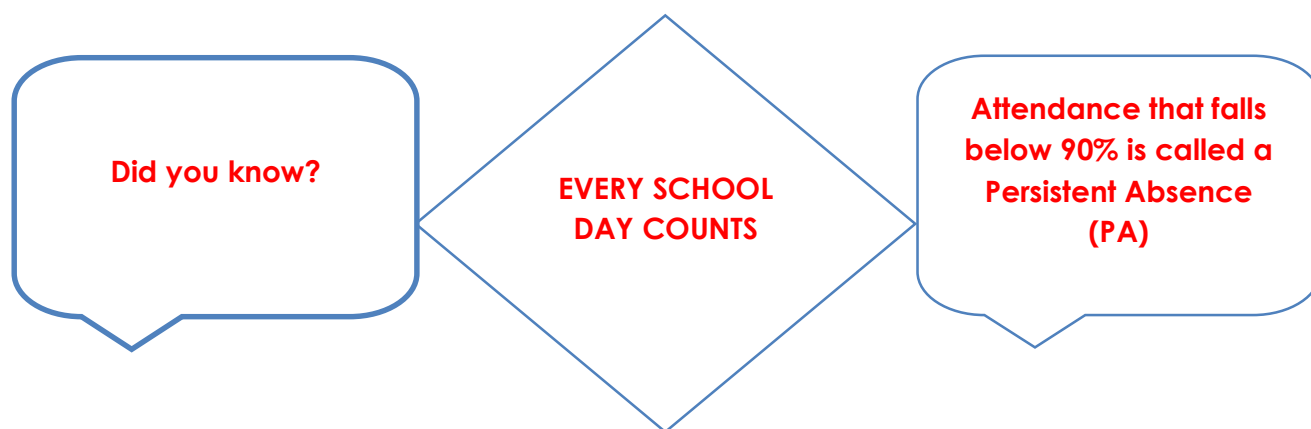


All children are required by the Government to attain a percentage attendance of 95% or higher and as a school we monitor this very closely on a weekly basis.

At Bell Lane Primary School we achieved 95.8% attendance for the academic year 2019 and 2020 are now aiming for 96.5 % or above.

**Can YOU help us to achieve this?**



Children are in school for 190 School Days per academic year					
Children are at home for 175 Non-School days per academic year (inc. weekends & holidays)					
% attendance during one school year	Equates to days / weeks absent (approx.)	Number of lessons missed (approx.)	Concerns of the School	Procedures Next Steps	Procedures Next Steps
95 - 100%	0-10 days / 0-2 weeks absence		NO concerns	N/A	N/A
93% - 95% / absence	10-12 days / 2 weeks +	60-72 lessons missed Internal	Internal Monitoring of attendance	N/A	N/A
0% - 93% sent	12-19 days / 3-4 weeks + absence	72-96 lessons missed	Patterns of absence forming	Letter to parents	Monitor weekly
90% and below	At 19 days or 4 weeks absence	120+ lessons missed	Persistent Absences	Meeting with parents. Weekly monitoring	If no improvements referral to Educational Welfare Team

## **Absence through Illness**

We understand and appreciate that children can become ill and that it is not always easy to decide whether to send them into school or keep them at home, so to help you with this decision we have devised a useful reference guide.

**RED – STAY AT HOME:** Sickness and Diarrhoea – 48 hours must have elapsed before a child can return to school from the last episode. High Temperature over 37.5° Rashes – this can be the first sign of a serious illness – check with your GP

**AMBER – SEEK ADVICE:** Headache, Feeling Sick, Tummy Ache Children often feel unwell if they are anxious, so if in doubt please send them in and contact the school for advice. We will always contact you if your child does not improve.

**GREEN – COME TO SCHOOL:** Cough, Cold, Sore Throat, Feeling Tired We will always contact you if your child is ill during the school day

If your child is too ill to attend school, please contact the absence line **every day before 9.00am** with full details of your child's illness/symptoms. If sufficient information is not provided we may contact you for further details.

**Medical Appointments** - we do request that where possible, routine medical appointments are arranged outside school hours as these appointments will affect your child's % attendance. If you are not able to arrange the appointments at this time, we will require copies of all medical documentation.

**Running late?** Punctuality at school has a huge impact on your child's learning. Coming into the classroom after everyone else has settled down to work can be embarrassing and unsettling. They also miss the time when the lesson plan is set out for the class. Obviously there are times when lateness is unavoidable - a puncture on the way to school? We've all been there! But if you are running more than 15 minutes late for school, please call the school office so that we are able to let the class teacher know to expect your child. If your child has a school meal, we will also need to book it with the kitchens before 10am. If you don't let us know, then we will be unable to provide a meal for your child.

**Did you know? If your child is late after registration more than 10 times in a half term, we can refer you for a Fixed Penalty Notice.**

### **Absence during term Time and Fixed Penalty Notices**

Penalty Notices Absence will not be authorised during term time except in rare and exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, unexplained absences and unauthorised illness, are at risk of receiving a Fixed Penalty Notice from Ealing Council. If you need to request absence from learning, please complete the Leave Request Form which can be collected from the school office or downloaded from the website, and return to the school office. Once the form has been submitted we will write to parents advising of the outcome of the request.

### **Celebrating Attendance - We love to celebrate attendance with the children.**

- ❖ Weekly 'Top attendance trophy'.
- ❖ Every month we celebrate our "Top Attendance" classes.
- ❖ Each month we give certificates and rewards for children who have achieved 100%.
- ❖ A termly scooter for 100% attendance.
- ❖ At the end of the school year we will celebrate the children that have achieved 100% over the year alongside the Year 2's with the highest attendance over their 3 or 4 year school career with us.
- ❖ We also celebrate with the children who have improved attendance.

