

Recording and monitoring

Pupil attendance is monitored every term. At the end of each term, celebration or concerns around a child's attendance are recorded in the following ways:

Celebrations

Children with attendance of between 98% – 100% at the end of a term will receive a special postcard. Children who have between 98% – 100% attendance for the whole of the academic year will receive a certificate and will be treated to lunch with the school governors. The children will also receive an award from the Rolleston and Mansell Trust which was set up by founder members of the Greasley Board schools to reward 100% attendance.



Concerns

The school will monitor and make contact with the parents/carers of children whose attendance or lateness is a concern. Together we hope we can give your child the best possible chance to achieve their target grades and be well prepared for the next stage of their education.

Medical, dental & optician appointments



Whenever possible, please make all medical appointments at the end of the school day or outside school hours. If an appointment is made in school time, your child should come to school first and/or return after their appointment.

Please be aware that the absence or illness of a pupil should not affect the education of their siblings. If a pupil has an appointment during the school day, arrangements should be made to ensure that the other sibling is either dropped off or collected from school on time.

Please talk to us if your child has a chronic or long term illness as there are a number of ways your child can maintain some education - such as hospital schools or teaching services, home teaching and education centres.

My child is not well



FIRST DAY CALLING

Parents are asked to inform the office of the reason for absence on the first day before 8.50am. Where no information is provided, the school will call to investigate the reason.

If you have any questions about this leaflet, please call Gilthill Primary School on 0115 919 0611



Gilthill Primary School
Attendance Matters

How important is attendance?

The partnership between home and school is key, ensuring that every pupil has the very best opportunities in school.

Good attendance has proven to have a positive impact on attainment, progress and self esteem.

It is the duty of the parent/carer to ensure that their child has appropriate opportunities to access full time education.

School attendance is a priority for our school.

- We value punctuality
- We value high levels of attendance
- We respect the start and finishing times of each day.

We are constantly monitoring pupil attendance and would like to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age.

Being late adds up to a loss of learning



If you are 5 minutes late every day it adds up to over 3 days lost each year



15 minutes late is the same as being absent for 2 weeks

Absence

There are 2 main ways that absence is recorded in school.

Authorised Absence – a reason is given for absence that is considered acceptable by the school and Department for Education.

Unauthorised Absence – no reason is given for the absence or the reason does not meet the criteria for authorising the absence.

Authorised	Unauthorised
Illness	Holidays
Religious Observance	Birthdays
Granted leave of absence by the Head	Leave of absence is not granted
Participation in a performance	Absence masquerading as illness
External exams	Overlapping days on school holidays

Leave of Absence Requests

Parents wishing to take their children out of school should make an application using the leave of absence form available from the school office.

Over a school year

100% Excellent	0 days absent	Pupils with this attendance should achieve the best grades they can and will give them a good start in life.
Above 97% Very good	6 days absent	Pupils with this attendance should achieve the best grades they can and will give them a good start in life.
95% good	10 days absent	Pupils with this attendance are likely to achieve their target grades and are well prepared for secondary school.
90% Unsatisfactory	19 days absent	Pupils are missing a month of school per year and may fall behind in maths and literacy, it will be more difficult for them to achieve their best.
85% Cause for concern	29 days absent	Pupils are missing 6 weeks of school (half a term). It will be difficult for them to achieve their best and referral to the Local Authority Targeted Support will be considered.
80% Referral for Support	1 day every week	It will be almost impossible to keep up with work. A referral to the Local Authority Targeted Support will be made. Parents of pupils with this level of attendance could be issued with a penalty notice and it may lead to court action by the Local Authority.

DFE school attendance guidance 2020 states that “pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”

Targeted support service

The Targeted Support Service will take referrals for cases of persistent absence (85% or below) where:

- Significant proportion of the pupil's absence is unauthorised by the school.
- There is evidence that their parent/carers have been notified about concerns around their child's attendance and have been provided with a reasonable opportunity to solve the issue.
- The Local Authority through Targeted Support will prosecute cases of persistent absence where an individual case meets the criteria set out in the County Council Enforcement Policy and in the case of Penalty Notices, the Nottinghamshire Code of Conduct.