

Half termly Attendance Checker

Every half term letters are sent out to parents /carers to raise awareness on how little or much time their child/ren will be missing throughout the year.

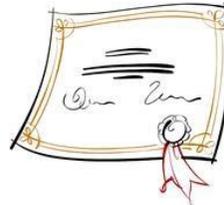


These letters are colour coded as below:

- **Amber will be sent if your child's attendance is 90%-94%.**
- **Red will be sent if your child's attendance is less than 90%. Education welfare will be involved at this point.**

Rewards

We celebrate good attendance termly in our Friday Celebration assembly. We reward outstanding attendance (100%) with individual pupil certificates. We also award certificates to those who have achieved 95% attendance and above.

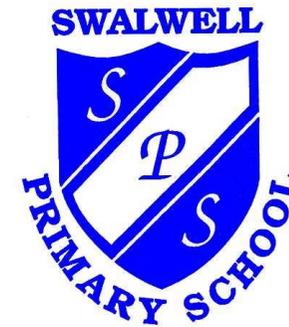


Children who achieve 100% also have a chance of winning £50 in our termly draw!

We hope that this leaflet has been useful in explaining the Attendance Policy for our school. A complete version of the School Attendance Policy is available from the school office.

If you have any queries about the contents of this leaflet or if you are concerned about your child's attendance please contact the Head teacher, Mrs J Lancaster-Smith. We want to see all the pupils of our school achieve their full potential! Good attendance is essential for this.

Thank you for your support in this very important area.



Parents Guide to Attendance at Swalwell Primary School

At Swalwell Primary, we expect children to attend school every day, as long as they are fit and healthy enough to do so. Research shows that pupils who attend school regularly are more likely to do well in the future. For example those who gain **96% attendance** (which is 1 week of school missed) **90%** of these will get a **level 4** in English or Maths. Regular attendance also helps children to develop their confidence and to make and keep lasting friendships.

Phone: 0191 433 4000

Email: swalwellprimaryschool@gateshead.gov.uk



What is 'good' attendance?

Anything less than 100% attendance means that your child is missing out on their education. For example, 90% attendance is the same as missing half a day each week, or one whole month a year off school.

Punctuality

Children who arrive late to school miss the start of lessons and this can affect their learning.



School starts at 9:00a.m. each morning.

The school gate opens at 8.45am and all pupils are expected to be in their line to go into class by 9:00am. Registration takes place at 9.00am and lessons start at 9.10am. The school gate closes at 9.00am. Any pupil arriving after 9.00am should go to the main office where they will receive a formal late mark.

'Did you know that being just 15 minutes late each morning means your child would miss the same as 10 days off school each year?'

Holidays in term time

Governors have agreed that **no** absences for holiday requests in term time, day visits or similar will be authorised from September 2014. However, you must still let school know if your child is going on holiday with the start and coming return dates. This will ensure the office doesn't phone to check why your child is absent from school whilst you are away.

Please take your holidays out of term time!

2 weeks on holiday brings your child's attendance to 95%. Lots of learning is being missed.

If your child is absent

If you know your child is going to be absent from school, you should:

- Where possible, ring school at the earliest opportunity to let school know why your child is going to be absent.
- Please try to phone by 9.30 a.m. at the very latest.
- Send in doctor/ medical notes to school explaining the reason for the absence in advance.
- School will contact parents on the morning of the absence if the above has not been carried out.

Next steps

- 1.** If the attendance of a pupil is low, or a pattern of time off can be seen, parents will be sent a letter asking if support is needed and that their child's attendance is going to be monitored for the next four weeks for improvement.
- 2.** If after four weeks there is no improvement school will send a letter asking parents to meet the Head Teacher to discuss the absences further. Support for the parent and child will be offered. Once support and action is agreed at this meeting the child's attendance will be monitored for a further four weeks.
- 3.** If improvement is not seen after the four weeks in part 2 Education Welfare will be contacted. They have the following legal powers to enforce school attendance orders, prosecution for irregular attendance, penalty notices for irregular attendance.