



Sherrier Church of England Primary School

Bitteswell Road, Lutterworth, Leicestershire, LE17 4EX
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School Website: <http://www.sherrier.leics.sch.uk>

Head Teacher: Miss Lyndsey Beckett



Attendance Matters: 'Every day counts'

At Sherrier, we are committed to ensuring that each of our children gets the best possible start to life. One way that we can do this is through ensuring regular school attendance. For our children to achieve their full potential we encourage parents and children to understand that 'Every day counts'. We want all of our children to have excellent attendance and arrive in school on time. As a school we strive to achieve a goal of at least 96% attendance overall.

There are 190 school days in a year (52%). This leaves 175 days (48%) non-school days to spend with family, have visits, take holidays and attend appointments.

We monitor and report attendance and award a certificates to the highest attenders each term.

Good attendance is being at school at least 96% of the year!

Attendance During a School Year	Equivalent Days Absent	Equivalent Weeks Absent	Equivalent Number of Lessons Missed
95%	9 Days	2 Weeks	45 Lessons
90%	19 Days	4 Weeks	95 Lessons
85%	29 Days	6 Weeks	145 Lessons
80%	38 Days	8 Weeks	190 Lessons
75%	48 Days	10 Weeks	240 Lessons
70%	57 Days	11.5 Weeks	285 Lessons
65%	67 Days	13.5 Weeks	335 Lessons

Punctuality

Not only is it important to come to school every day, but it is equally important to make sure your child arrives on time. **Our gates open at 8:40am and close at 8.55am. During 8.40-9.00am children will be learning in a lesson called 'Flashback'. This is a time to allow children to revisit previous learning and to address misconceptions they may have made. This time is a crucial time, as it allows children to move on in their learning in the lessons to follow.**

If your child arrives after 8.55am, your child will be marked as late. They will then be expected to attend assembly in the Large Hall with all the other children.

If your child is 5 minutes late every day for a year this will add up to over 3 days of lost learning. If your child is 15 minutes late every day for a year this will add up to 2 weeks of lost learning! The school monitors and tracks children's punctuality daily. If your child is persistently late you will be invited to a meeting to discuss this.

Absence

If your child will not be attending school, please inform the school office by telephone on **01455 552791 by 9:30am on the first morning of absence**. Alternatively, report absence directly to the main reception desk.

If no contact is made to school via telephone or at the school office to report an absence, you will be contacted by phone. If no contact is made, a home visit may be carried out to get a reason for absence. You may be asked to provide evidence for the absence. This is a statutory safeguarding procedure. **If no contact is made the absence will be marked as unauthorised.**

Please note that if your attendance is below 94% you may be contacted by the school via a letter, even if you have informed school about your child's absence. Where attendance has been highlighted as a concern, a more formal meeting is held with a senior member of staff and a home visit may also be carried out.

Authorised Absence

An authorised absence is when your child has been given permission to be absent from school. Regular reasons for authorised absence are illness, medical and dental appointments, religious observance, exceptional circumstances and exceptional leave. Authorised absence is at the Head of School's discretion and you may be required to provide school with evidence of the absence:

- Appointment letter, card or a copy (photo) of a text message or e mail
- Letter or note from GP
- Mediation or prescription with correct name and dates

Routine doctor and dental appointments should be booked at the end of the day and during school holidays where possible. We know that sometimes you cannot choose hospital appointments so please make sure that you return your child to school after their appointment has finished. Evidence should be provided for all scheduled appointments. This needs to be shown via visiting the school office.

Unauthorised Absence

An unauthorised absence is when no explanation for absence has been given to school, or if the reasons provided doesn't meet guidelines set out by the Department for Education. Regular unauthorised absences can lead to a referral to Leicestershire County Council School Attendance Service and the involvement of an Educational Welfare Officer (*EWO*).

Exceptional Leave – Need to go away?

The Department for Education states that no child is expected to be absent from school on holiday during term time. We expect that parents will only take their child on holiday during the approved holiday breaks. There are 175 days each year when a child is on holiday from school.

- If your child needs to leave the area or country and will miss school due to exceptional circumstances during term time, you must speak to the school office and fill out a *Leave of Absence* form. If you take your child out of school without permission, you could be referred to Leicestershire County Council School Attendance Service and may be issued a fine on your return.

As always, if you have a concern about your child's attendance or need advice on the matter, please contact the school as we are always happy to help and support you.

Kind Regards,

Mrs Kellie Kirby
Deputy Headteacher
Attendance Lead



