

## Attendance

### Essential information for parents/carers 2023/24

#### Attending school is very important

Here at Ramshaw Primary School we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. In May 2022 the Government set out new guidance to support schools in raising attendance in their settings. High attendance is extremely important if pupils are to make the best possible progress and reach their potential. Please see additional information on holidays in term time.

#### 365 Days a Year

##### 190 School Days & 175 Non School Days

190 School days each year = 190 days for your child's education			175 non school days = time to spend with family and to attend non-urgent health appointments.		
0 Days of Absence 190 Days of Education	10 Days of Absence 180 Days of Education	19 Days of Absence 171 Days of Education	29 Days of Absence 161 Days of Education	38 Days of Absence 152 Days of Education	47 Days of Absence 143 Days of Education
100%	95%	90% 1 day absent every 2 weeks.	85% 1 day absent every 6 <sup>3</sup> / <sub>4</sub> days.	80% 1 day absent every week.	75% 1 day absent every 4 days.
Good – Best chance of success. Gets your child off to a flying start		Worrying – Less chance of success. Makes it harder to progress.		Serious Concern – Unfair on your child. Legal action.	

#### Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence.

Unauthorised absences may result in a referral to the local authority for enforcement action.

#### Severe Absence

As above but this is when your child's absence falls below 50%.

#### Lateness

School starts promptly at 8.50 a.m.

Your child will receive a late mark if they arrive after this time. The register closes at 9:10 a.m.

If your child arrives after this time, they will receive an unauthorised absence mark.

#### If Your Child is Absent You Must:

☑ Contact school on each day of absence and provide a reason for absence by 8.40 a.m.

☑ Keep school informed on a regular basis if your child is absent for a long time.

Failure to do these things may result in your child's absence being unauthorised.

Unauthorised absences are recorded on the register when there is no valid reason given for absences, a holiday not approved by school, lateness after the register closes or illness without medical evidence.

#### Holidays/ Leave of Absence

In line with Durham Local Authority Guidance and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. Any leave taken without prior consent will be recorded as an unauthorised absence. Please see our website for an application form and complete one form for each child. Unauthorised leave may result in a referral to the Local Authority and possibly a Fixed Penalty Notice (fine) or court prosecution.

#### Help and Support

If you need help with attendance you must talk to the school about it as soon as possible. Sometimes school may need to involve other services to help. The School and Local Authority want to help you if you have a problem. If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

**Please keep your contact details up to date.**