

ATTENDANCE FLOW CHART

Children arrive from 08:40



School starts at 08:45



Parents to contact the school office by **9:00am** if a child is ill.



Children arriving after **9:00am** will be marked as **late**.



School office to contact families after **9:30am** if we have not been informed about absent children.



For children whose attendance causes concern, Ms Temple will discuss an action plan with parents.



If concerns remain then the Local Authority may issue a **fixed penalty notice**.

PUNCTUALITY

Being frequently late for school adds up to lost learning:

Arriving **5 minutes** late every day adds up to over **3 days** lost each year.

Arriving **15 minutes** late every day is the same as being absent for **2 weeks** a year.

Arriving **30 minutes** late every day is the same as being absent for **4 weeks** a year.

*Any child that arrives after the register is closed at 9:20am is marked as **absent**.*

Punctuality is important—please be in school by 08:45

SANDBROOK PRIMARY

ATTENDANCE



**STRIVING TOGETHER
FOR EXCELLENCE**

INTRODUCTION

As a school, we work hard to build positive relationships with our families and develop our channels of communication. Therefore, we have created this leaflet so that we can keep you informed of our attendance procedures and what you can do to help ensure that your child has good attendance.

ATTENDANCE UPDATE

ATTENDANCE FACTS AND FIGURES

Regular school attendance is an important part of giving your child the best possible start in life. Children need to attend school regularly if they are to take full advantage of the educational and social opportunities available to them.

Overall Attendance

97% + above = **Good (Sandbrook Expected)**

95% - 96.9% = **National Expected**

90% - 94.9% = **Not Yet Expected**

Less than 90% = **Persistently Absent**

Absences

2 weeks absence = 95% attendance

4 weeks absence = 90% attendance

6 weeks absence = 85% attendance

9 weeks absence = 80% attendance

FREQUENTLY ASKED QUESTIONS:

Who deals with attendance at Sandbrook?

Ms Temple is in charge of attendance.

What do we do if our child is ill or has an appointment?

All absences must be reported to the school office **before 9:00am**. This can be in person or by leaving a message on our school answer machine.

How can I check my child's attendance?

Firstly, you can ask your child's class teacher or school office.

If you need support, speak to a member of staff who will assist you, or alternatively, visit the following website for a range of support organisations or self-help guidance.

<https://familytoolbox.co.uk/>

Can I ask for approval for taking my child on holiday?

Any requests must be made in writing on the form available from the school office. However, head teachers are unable to authorise requests unless it is for exceptional circumstances.

Term-time holidays may result in a Fixed Penalty Notice.

What happens if my child's attendance is not as expected?

The law states that: 'If concerns regarding attendance continue, the Local Education Authority may consider legal action under Section 8 of the Education Act 1996.'