

ATTENDANCE FLOW CHART

Children to be in school by
8:45am.

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

Children arriving after **9:10am**
will be marked as **late**.

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

For children with attendance less
than **95%**, class teachers will
discuss concerns with families.

For children whose attendance
causes concern, Mr Mervyn 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 will be marked
as **absent**.*

Well done
to our
current
leaders:

Yr 3 

YEAR GROUP	PERCENTAGE
FS1	86.5%
FS2	95.4%
YR1	93.6%
YR3	96.4%
YR4	94.5%
YR5/6 JP	93.8%
YR5/6 AH	94.2%

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 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?

Mr Mervyn is in charge of the day to day coordination 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. Alternatively, all parents can log on to the Eschools website to find their child's attendance information.

Don't forget that our family support worker Linda, runs a coffee morning every Tuesday. She has some great tips for improving attendance so please drop in.



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

Any requests must be put in writing and passed to Ms Temple. However, head teachers are unable to authorise requests unless it is for exceptional circumstances.

What happens if my child's attendance is not 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.'

For further details about the above answer, please see the flow chart on the next page.