



Attendance, Punctuality and Leave of Absence Information for EYFS and KS1

A Handbook for Parents

What is this booklet for?

At Clearwater Academy we constantly strive and look for ways to improve the education for all our children. This booklet tells you:

- Our vision and aims for attendance and punctuality
- How we reward students' good attendance and improved attendance and punctuality
- What to do if you would like to request leave of absence
- How we support students and parents
- What to do and who to talk to if you have concerns

Every Day at School Counts

As parents you are legally responsible for ensuring your children of school age receive a suitable full time education.

The school must keep an attendance register or a computerised registration system in which students' attendance details are marked at the beginning of each morning and afternoon session.

The table below shows you how important it is that all children have a good attendance to make sure they don't miss any vital learning. The information below has been provided by the Local Authority.

	Attendance Rate	Equivalent days attended	Days absence	Learning hours lost
Excellent	100%	190	0	0
Good	95%	180-189	1-10	5-50
Cause for concern	90-94.9%	171-179	11-19	55-95
Unsatisfactory	85-89.9%	161-170	20-29	100-145
Serious cause for concern	80-84%	152-160	30-38	150-190
Critical	79.9% and below	Less than 151	More than 48	More than 240

But what if my child is ill?

Of course children are ill on occasions and when this is the case we readily accept that being at home is the best place to be.

Children can't help being ill and as a school we want all our children to be well and healthy to enable them to learn happily and confidently when they are here. However this traffic light system is a really useful guide to help you to decide when to send your child to school and when to keep them at home. **This advice has been taken from www.nhs.uk**

RED

STAY AT HOME

Raised temperature

Rashes can be the first sign of many infectious illnesses such as chickenpox and measles. If your child has a rash, check with your GP before sending them to school.

Vomiting and diarrhoea

Children can return to school after 48 hours.

AMBER

TAKE ADVICE

Headaches. A child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as a raised temperature or drowsiness, then keep your child at home and consult your GP

GREEN

COME TO SCHOOL*

Mild cough

Mild cold

Sore throat (unless accompanied by a raised temperature)

Feeling tired

*We will contact you if your child deteriorates during the school day.

If your child is too unwell to attend school....

1. On the first day of absence and on each subsequent day, please phone the school on 01452 347690 as soon as possible, but before 8.45am.
2. If a child is not in school for morning registration and no explanation has been received, the school will contact you by phone or text asking you to make contact with us.

Every Minute at School Counts

The information below and overleaf shows how important it is that all children arrive on time and are ready to learn by 9am every day.

Did you know?

- Arriving 5 minutes late every day adds up to over 3 whole school days lost each year.
- Arriving 15 minutes late every day is the same as being absent from school for 2 weeks a year.
- Starting the day rushed and arriving late makes it hard for children to settle in the classroom.
- Arriving late in the classroom can make children feel anxious or embarrassed.
- Children who arrive late also disrupt the other children in the classroom who are ready to start learning.

Please support the school in our aim to help your children achieve their full potential by bringing your child to school on time every day. We have an obligation to monitor lateness. Please be aware that after registers close, this counts as an unauthorised absence. We may contact you to follow up persistent lateness.

Request for Leave of Absence

Only the Headteacher can authorise absence.

Taking holidays and other unnecessary absence in term time means that your child is missing out on their education.

If you need to request a leave of absence, please complete and absence request form, available from the school office. This should be returned at least 14 days before the proposed absence. The Headteacher will then make a decision whether the absence is considered to be under an exceptional circumstance. If it is considered not to be an exceptional circumstance, it will be unauthorised and you will be advised.

No leave will be authorised during term time unless there are exceptional circumstances e.g. bereavement of a close family member, wedding, consultant appointments etc:

Unauthorised absences may be referred to The Education Welfare Service who may issue a penalty notice up to £100 (section 444(A) of the education Act 1996)

What you can do to help your child...

- Make sure your child comes to school regularly and punctually.
- If your child starts missing school, work with the school to put things right. Communication is very important.
- If your child is absent you must phone the school as soon as possible on the first morning of absence and on each subsequent day of absence. After registration, if we have not had contact from you, the school will contact you. Staff will be concerned if there is no response.
- If you feel it is essential for your child to miss school, for example a religious festival or other special occasion, please complete an absence request form, 14 days prior to the event.
- Please support us in our efforts to encourage good attendance.

How will we achieve good attendance and punctuality...

- We would like you to help us to continue to achieve an excellent attendance rate at Clearwater Academy
- We are happy to meet with parents/carers to discuss support strategies where appropriate.
- During the term, we will hold attendance and punctuality assemblies and we will acknowledge with certificates, the children who have achieved and exceeded our attendance target and also children who have improved their attendance and punctuality.
- We work closely with the Gloucestershire Education and Inclusion Team.

