

### What will we be doing as a school?

- ◆ Every Monday, class teachers will be made aware of their class attendance data, and may contact you for a meeting to discuss your child's attendance and work with you to improve it.
- ◆ If your child's attendance continues to be a concern, you will be invited to a meeting with the Education Welfare Officer, so that we can look at other ways we can work together to improve attendance.
- ◆ We will send a text message to parents of children who have received 100% attendance for that school week.
- ◆ We will also be rewarding those children who termly & half termly achieve 97% attendance and above.

### What do I need to do if I need to ask for leave of absence for my child?

Since September 2013, changes to Government regulations and guidance means that **we can no longer authorise leave of absence for the sole purpose of a holiday (unless it is in exceptional circumstances)**

Parents must fill in an Exceptional Circumstances Leave Request Form at least 15 days prior to the planned absence. The form can be sent electronically, or you can request a copy from school reception.

If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head of School, and it will be marked as unauthorised.

# CUSGARNE School Attendance



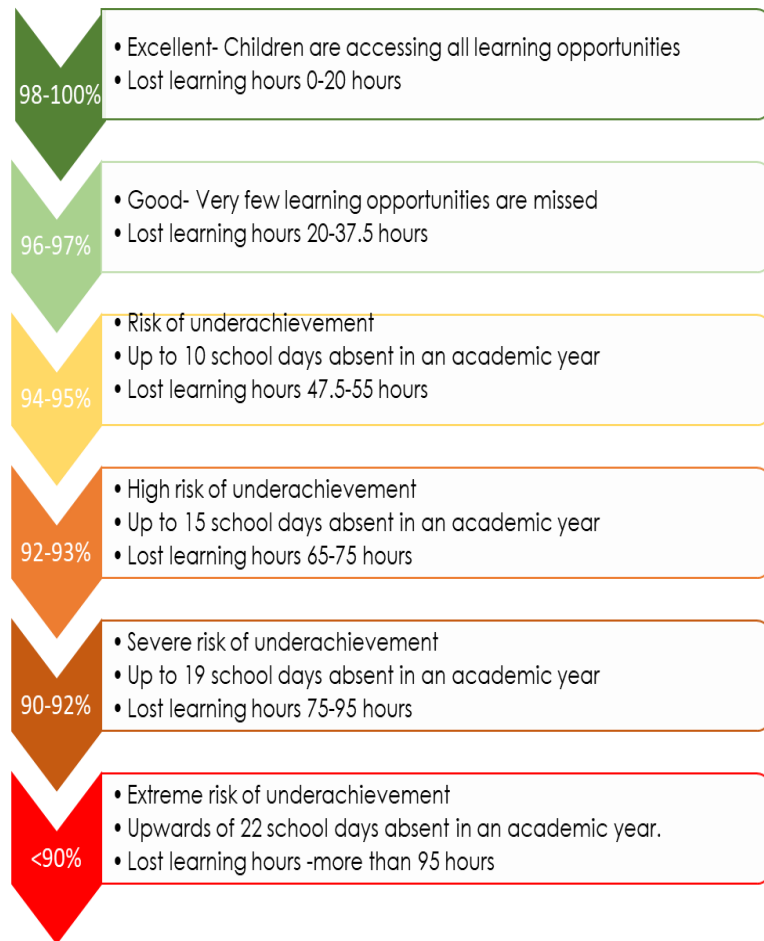
## Attendance

Attending school regularly is **so important**, both academically and socially. Children who are regularly absent from school:

- ◆ Miss vital learning,
- ◆ Miss their friends,
- ◆ Can find it difficult to catch up when they come back.

***If a child has an attendance rate of 90% or below by the end of the school year, they have missed approximately 100 hours of learning.***

Aspire Academy Trust believes that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to exceptional circumstances.



### Lateness

We believe that arriving at school on time is essential for children to fulfil their potential. Being on time to school ensures that children settle into the school day and prevents them from missing essential learning. Children who arrive on time are happier, less anxious, and ready to learn. Poor punctuality not only has an impact on learning of the child who is late for school, but also on the learning of all the other children in the class. Being on time means not missing out. Our school morning routine is as follows:

- ◆ School gates open at 8.20am
- ◆ Children line up in their classes at 8.25am and are welcomed into school by their class teacher
- ◆ The school day begins at 8.30am and the registers are taken

### What if my child is poorly?

If your child is poorly, please let school know as soon as possible on the morning of their absence & stating the actual reason (**sickness, tonsillitis ... more detail than poorly please**) and every consecutive day that they are away. If we don't hear from you, you will receive a text asking why your child is absent. If you do not reply to the text, you will then receive a phone call from us. Until we can make contact, such absences are recorded as 'unauthorised'.

We will not authorise absences for:

- ◆ A shopping trip
- ◆ A birthday treat.
- ◆ Over sleeping due to a late night or being tired
- ◆ Looking after other children

*Unauthorised absences can lead to legal action in some cases.*