

Attendance Matters

Attendance is such an important part of your child's educational development that we want to tell you about how we approach attendance matters at Walter Halls.

Regular and punctual attendance is essential to effective learning. At Walter Halls, we aim to develop an ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality. We expect all pupils to attend school every single day possible.

The table (left) illustrates how many days equate to the attendance percentage.

Attendance Percentage	Days missed over a whole school year
100%	0 days
95%	10 days
90%	20 days
85%	30 days
80%	40 days



Attendance Officer

Our Attendance Officer, Jodie Burton is now based within school full time and she works with the office to improve attendance and follow up absences from school through home visits.

If you have any concerns about your child's attendance you can come and see Jodie in school. She will be outside the main entrance most mornings, or you can contact the office to make an appointment.

As school attendance is a statutory requirement, we all have a duty to ensure that children are in school every day (unless of course they are very ill), Jodie will work with parents and carers in making this possible.

Recognising Great Attendance

Weekly – The class with the best weekly attendance is announced to a loud cheer in assembly every Friday. Classes in KS2 get a trophy to keep in their room for a week and in KS1 it's a Teddy bear. There is a tally chart of the best class attendance on display in the hall, for all the children to see. The teachers get so competitive with this too!

Half Termly – At the end of every half term the year group with the best attendance gets to vote on a treat to have on the first Friday afternoon back after half term. This could be something like popcorn and a movie, ice cream and an extra playtime or something else that the teachers agree can happen as a special reward! All children with more than 97% attendance for the half term will receive a certificate to recognise this achievement too.



End of Year – We will reward two special winners from each Key Stage for 100% attendance all year and for the improved attendance from Autumn to Summer term.

Anyone who gets 100% attendance or shows the most improved attendance will be entered into a draw to win a bike or tickets for a family day out! If your name doesn't get drawn out, don't worry you will receive a special badge to wear on your uniform every day with pride.

Attendance Policy

We've recently updated our Attendance Policy, to make it clearer and easier to understand. You can view the full policy, in the Key Information section of our website at

www.walterhallsprimary.co.uk

Attendance Monitoring

As a school we aim for an average attendance of 97% across the school, and we're currently at 95%, so there is definitely room for improvement. With your help, we can reach our goal of excellent attendance.

We will be closely monitoring attendance and each term a letter will be sent to the parents/carers of any children whose attendance falls in to the Amber or Red zone (see below) to inform parents of their child's attendance percentage and next steps.

Green Zone – between 96% - 100% attendance – no action required.

Amber Zone – 91% - 95% attendance – you will receive a letter to inform you that your child's attendance has fallen into the amber zone. Absences will not be authorised below 90% without medical evidence.

Red Zone – below 90% attendance – This will trigger further monitoring of your child's attendance. Absences will not be authorised for pupils whose attendance falls into the red zone without some medical evidence. A child whose attendance is below 90% is classed by the government as a persistent absentee.

Ongoing irregular attendance is a factor often linked to low levels of academic success.

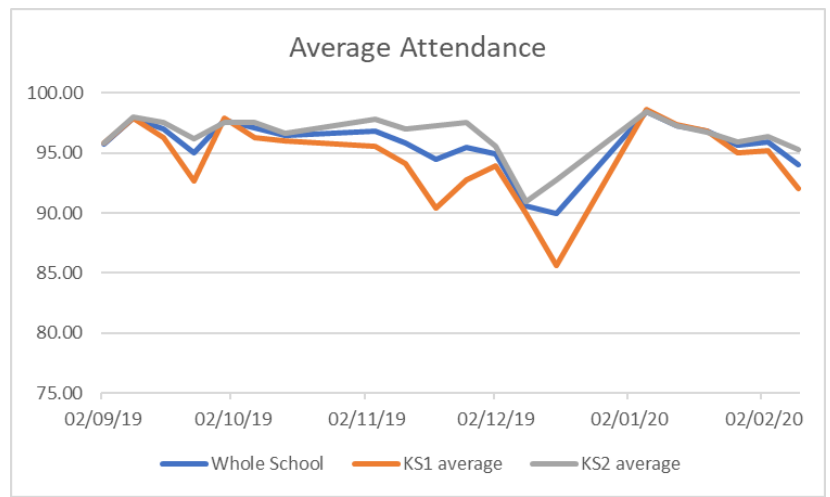
Communication is Key

It is the parents'/carers' responsibility to contact school to advise of your child's absence on each day that they are away from school.

Where no contact has been received, the school office will contact the parent/carer via phone or ParentMail to ascertain the reason for absence.

Absences are always unauthorised if no contact has been made.

After three days (or less if there are any other concerns), if no reason for absence is given, Jodie will visit your home to check the welfare of the child, in line with our school attendance policy. Absences for illness which last more than 3 days will not be authorised without medical evidence. If your child is too unwell to come to school after 3 days, we advise that you contact your GP.



Time Off School

Below are some examples of common reasons why children might not come to school. We've detailed next to each whether this means they should come to or stay off school.

Illness—Stay off school

Highly contagious illness e.g. chickenpox, measles etc. Vomiting and or/diarrhoea (child can return to school 24 hours from the last bout of sickness or diarrhoea).

Illness—Come to school

Regular coughs and colds, low level headache, stomach ache, earache, slight temperature, broken bone in a cast.

We can now administer non-prescription paracetamol, ibuprofen and antihistamine to your child during school hours, providing it is in a new/unopened bottle.

We can also administer prescribed medications such as antibiotics.

Headlice

Please treat the head lice at home after school or overnight. Children should not take time off school.

Parent/carer or sibling is ill or has an appointment

Where possible we ask that you find an alternative person to bring to or collect your child.

Transport issues

Please make every attempt to find an alternative way for your child to come school, i.e. taxi, bus, walk, come with someone else.

Medical/dental appointments

Where possible we would ask that all non-urgent appointments are made outside of school time. If that is not possible, we ask that children attend school either side of the appointment.









Lateness

The school bell goes at 8.40am and learning starts at 8.45am. It is so important that your child arrives on time. Just 10 minutes late every day is 50 minutes of lost learning over one week and we know that most children who are late find it embarrassing to walk into their class when the teaching has already started.

We monitor lateness and if we see a regular pattern of lates, you will be contacted to advise of our concern. Should your child's punctuality not improve then a referral will be made to the Local Authority.



Are you Ready? Some Tips to help your child have a good day

-  Help them get their school bag packed the night before
-  Set a limit on screen time before bed, e.g. come off technology an hour before bedtime.
-  Make sure their uniform is ready, especially after the holidays or weekend
-  Get them to bed at a reasonable time so they have a good nights sleep
-  Set the alarm clock early enough to allow plenty of time to get ready properly
-  Make sure they have some breakfast
-  Set off for the bus or start walking early enough so that they arrive at school on time.
-  Talk to your child about what they did in school today



Absence in Term Time

We are unable to authorise holidays in term time. Any requests for absence in term time must be put in writing using the leave of absence request form, which you can ask for in the school office. The reason for the absence must be for exceptional circumstances in order for it to be considered.



If you'd like to discuss your child's attendance or have any questions or concerns please feel free to get in touch via the school office. Our number is **0115 915 0045**

Attendance Lead : Jo Glover

Attendance Officer: Jodie Burton

Attendance Officer : Louise Atherley