

## ATTENDANCE MATTERS - A PARENT'S GUIDE

How many days has your child missed so far this year? Every day at school counts. Being in school is important to your child's academic achievement, wellbeing, and wider development.

Data shows that 84% of Key Stage 2 pupils who had 100% attendance achieved the expected standard, compared to 40% of pupils who were persistently absent (below 90% attendance) across the key stage.

At Sitwell Junior School we aim for every child's attendance to be at least 96%. At this point in the year, 100% attendance equates to 97 school days. However, don't underestimate the importance of 100% attendance; even one day missed can have an effect on your child's learning:

Attendance Percentage	Number of Days Missed
100%	0
96%	4
90%	10
85%	15
80%	19
75%	24

Punctuality is also really important. If your child arrives just 10 minutes late, they could miss important key skills learning such as spelling, reading or times tables. This is a really important part of the school day.

As a reminder the start times for pupils are as follows: Year 3 - 08:40, Year 4 - 08:45, Year 5 - 08:50, Y6 08:55.

**To find out your child's current attendance percentage, take a look at the Arbor app on your mobile device.**

## **FREQUENTLY ASKED QUESTIONS**

### **How is my child's attendance calculated?**

Attendance is recorded twice a day, in the morning and afternoon. This means a full day not at school equals two absence marks. Attendance is affected by any absence from school regardless of the reason why.

### **What does it mean if a child is persistently or severely absent?**

Children who are registered at a school but regularly fail to turn up are officially referred to as being 'persistently' or 'severely' absent.

Pupils who have missed more than 10% of school sessions are considered persistently absent, while children who have missed more than 50% of school sessions are referred to as severely absent.

### **My child has a medical appointment. What should I do?**

Try to book appointments outside of the school day. If the appointment can only be taken during school time, try to keep your child in school before and after their appointment so that they can receive their attendance mark.

### **What do I do if my child is unwell?**

If your child is ill, the following [NHS advice](#) may help you decide whether they can go to school.

If they are unable to attend school, phone or email the school office as soon as possible. Please state your child's name, class and the specific reason for their absence. You must inform school every day of your child's illness. If the school does not receive a message, you will be contacted for safeguarding reasons.

### **What do I do if we go on a family holiday?**

A leave of absence form must be completed and returned to the school office. However, no holidays will be authorised. As per our attendance policy, each case is considered on an individual basis to decide whether you will receive a Fixed Penalty Notice (FPN) of £60 per parent per child.