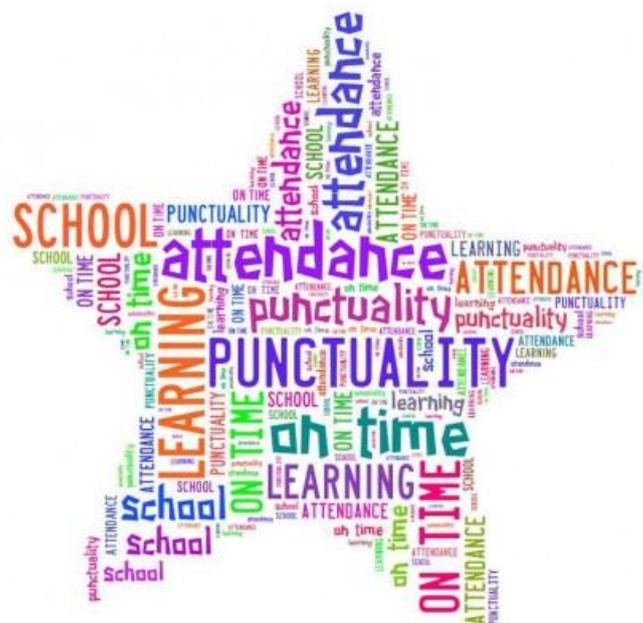




Attendance Matters!



The Facts!

Children are required by *law* to attend school 190 days per year and at Regis Manor every pupil's attendance should be at least **96%**.



Section 7 of the Education Act 1996 requires parents to ensure their child regularly attends school.

Schools are legally obliged to regularly inform the Local Authority of any pupils who have irregular attendance or are absent from school without permission.

How it works!

Every child who attends school has their name placed on the admissions register. If a child does not come to school they are recorded as 'absent' and this can be authorised or unauthorised.

If your child is not able to come to school, please inform a member of staff by 9.30am each day they are absent.

Examples of authorised absences include:

- your child is too ill to attend school
- the parent/carer has advance permission eg for religious observation

Examples of unauthorised absences include:

- Sleeping in
- Going for a family day out
- Treating head lice
- Term time holidays/cheap flights
- Parent's illness



It is vital you contact the school office when your child cannot attend school otherwise they will be marked with an unauthorised absence. If pupils accrue ten unauthorised absences over a 100 day period you may be liable to pay a fine.

Head Teachers will only authorise holidays in term-time in exceptional circumstances. You should make a written request to the Head Teacher as soon as possible. If you go on holiday without authorisation, you may be liable to pay a fine and/or be prosecuted for non-attendance.

At Regis Manor we regularly monitor pupil attendance. If concerns are raised regarding a child's attendance you will be contacted by Kay Low, Deputy Head Teacher, to support and advise.

Why does attendance matter?

During our Ofsted inspection of March 2018 when we were judged as 'GOOD' in all areas, it was reported that,

'Although rates of attendance have increased, improvements are not happening quickly enough. Too many pupils are disadvantaged by persistent absence.'

It is a school priority to support children and families to improve levels of attendance.

Children who are regularly late or absent from school will fall behind in their learning and frequently develop gaps which impact on their progress.

Attendance during the year	Equals (days absent)	Which is approximately weeks absent	Which is this many lessons missed
96%	8 days	1½ weeks	40 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11½ weeks	290 lessons
65%	67 days	13½ weeks	340 lessons

The School Day

School attendance figures are calculated from the attendance registers that are taken each day.

School gates/doors open : 8.30 am

School gates/doors close : 8.45 am

All pupils are expected to be in class by 8.45 am.

If your child arrives at school after 8.45 am, they will need to enter through the main reception to record the time of their arrival and reason for being late.



Attendance Rewards

At Regis Manor we are committed to helping all pupils achieve good attendance and have a range of rewards for individuals and classes throughout the year!

How can you help?

Teach your children the importance of coming to school on time each day.

Avoid appointments during the day wherever possible and ask if there are alternative appointments before or after school. If your child needs to take medicine, we are able to administer medication to pupils throughout the school day - just speak to the office staff.

If your child has had a sickness bug use your judgement to decide when they can return to school either 24 or 48 hours after they were last sick depending on how ill they have been. If you are unsure, please ask a member of staff for advice.

Who can I ask for help?

If you would like any advice or support regarding your child's attendance our team is happy to help. You can contact:-

Kay Low - Deputy Head Teacher
01795 472971

Sarah Best - Family Liaison Office
01795 472971 ext 2

Attendance Policy

Whilst it is the legal responsibility of parents/carers to make sure pupils regularly attend school, at Regis Manor the Head Teacher, Governors and staff work together with other professionals and agencies to ensure all pupils develop good attendance habits. Our Attendance Policy sets out the steps we follow to achieve this and a copy can be found on the school website under the **Information** link on the school website.

Definitions

Authorised absence - when a child has been away from school for a legitimate reason and the school has been given notification and/or evidence from the parent/carer. Only the school can authorise an absence therefore not all absences supported by parents will be classified as authorised.

Unauthorised absence - when a child is away from school without the permission of the school. An absence is unauthorised if the pupil is away without a good reason or evidence, even if the parent supports the absence.

