

What can you do to help?

- * Make sure your child attends school every day that they possibly can.
- * Aim high - 96% attendance is the expected level of attendance.
- * Arrive to school on time - 8:30
- * Contact the school office when your child is absent from school to inform us of the reason why your child will not be attending.
- * Ask your child about their day and help with any homework and reading.
- * Please do not take your child on holiday in term time. They will miss out on such a lot of learning.
- * Come and talk to us. Please let a member of staff know if your child is unhappy and is not wanting to come to school. There are lots of things we can do to help.



MAKE SURE YOUR CHILD IS IN SCHOOL EVERY DAY.

Did you know?

Good attendance

WELL DONE -KEEP IT UP

100% = attending school every day

96% = 8 days missed

Below the expected level

NEEDS TO IMPROVE

95% = 9 days missed

91% = 18 days missed

Poor attendance

WORRYING AND MUST IMPROVE

90% = 19 days missed

85% = 28 days missed

80% = 38 days missed

Lateness

5 minutes late every day means your child will miss 3 days of learning each year.

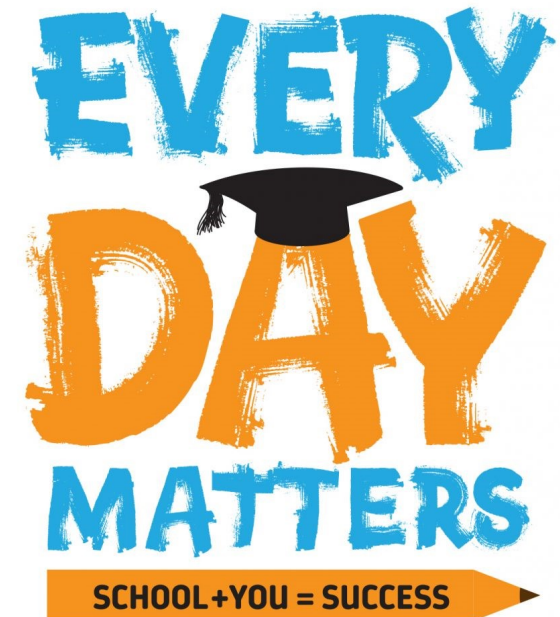
15 minutes late every day means 2 weeks of learning missed each year.



SCHOOL ATTENDANCE

Information for Parents
and Carers

'Belong, Believe, Achieve'



Newtown Primary School,
Anne Close, Off Dunkirk Avenue,
West Bromwich,
B70 0ES.

Call: 0121 5578504



Attendance

Setting good attendance patterns from an early age is really important and will help your child throughout their school life.

If your child does not attend school regularly, they may struggle to keep up with school work and will miss out on the social side of school life which is important for their development.

At Newtown Primary School we closely monitor all of our pupils' attendance and keep parents and carers informed of their child's attendance.

Please speak to the Family Support Worker, Amie Smith, if you would like to discuss attendance issues and any support that we can offer.

Punctuality

To start the day off well, children should arrive on time for school. Playground gates are open at 8.30am so children can arrive in school ready for the start of the day at 8.35am. Registers are completed at 8:45.

Arriving late means your child may miss the teacher's introduction to the lesson, miss extra help with learning and may feel embarrassed to enter the classroom late.



What should I do if my child is absent from school?

Please contact the school office as soon as possible and before 8:45am, to explain why your child will not be in school.

Do try to organise medical and dental check ups out of school hours or at the end of the school day so your child does not miss out on important learning. There may be times when this is not possible but we ask that these are kept to a minimum.

Absence for medical appointments need to be approved by evidence of a letter, text or email.

How is absence recorded?

Only the head teacher can decide if an absence is authorised—this will depend upon the reason given and your child's overall attendance. Only keep your child off school if they are genuinely too ill to attend.

Authorised absences may include:-

- Illness;
- Unavoidable medical appointments;
- Other exceptional circumstances (e.g. funerals)

Unauthorised absences may include:-

- Holiday taken in term time;
- Where a reason for absence is not provided or when the reason provided is not acceptable such as shopping, visiting relatives, birthdays or superficial illness.
- Arriving late after the close of register.

What does the law say about school attendance?

By law, all children of compulsory school age (between 5 and 16 years) must have a suitable, full time education. Parents/carers are responsible for making sure this happens, either by enrolling the child at a school or by making other arrangements which provide a full time education. If a child fails to regularly attend the school where they are on roll and the absence is not authorised by school, the Local Authority may take legal action against parents/carers which can result in a fine of up to £2,500 and a prison sentence.

Leave of Absence and holidays in term time

The school year includes 13 weeks when children are on holiday from school. Please do not take your child out of school for holidays - they will miss such a lot of learning.

All requests for leave of absence in term time must be submitted to the school office before taking the leave. The head teacher will consider the request and contact parents. Penalty notice fines can be issued by the Local Authority for leave that has not been agreed.

Attendance Matters



Attendance Incentives?

Whole School:

-ad hoc competitions eg girl v boys, classes, children v staff, most improved etc.

-100% ice-cream, water-fight, pinata etc

-96% or above trip

Classes:

-attendance bear or extra play

-shout out on the newsletter

-traffic lights

Individuals:

-birthday rewards

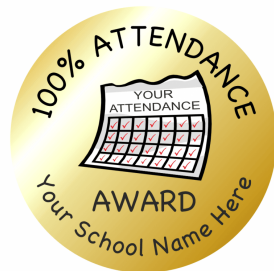
-100% weekly sticker

-100% trip reward

Families:

-post-cards

-vouchers



Attendance - Everyone's Responsibility?

Attendance is very important to us at Newtown. If children are not here then they are not learning. Children, families and staff understand how important it is to Newtown children becoming responsible citizens, resilient individuals and successful learners.

Data Strategy

We look at absence data daily to see which families need the most support.

- Children with attendance below 95% appear on our attendance tracker. These children and strategies to improve attendance are discussed weekly.
- Families of children with declining attendance below 95% are called to a meeting to discuss ways to improve attendance.
- Key children are mentored to support their attendance.
- Key families are offered/referred to Early Help to support their attendance.
- Key families are text or sent letter to improve their attendance.
- Key families of persistently absent children may receive more regular home-visits.



School success starts
with attendance

Attendance Team

First Day Callers:

Mrs Dovey, Mrs Kaur, Mrs Green

Family Support and Attendance Mentor:

Mrs Smith

Attendance Lead:

Mrs Chesney-Ly

First Day Calling

- First we check the answering machine and emails for absence calls.
- Registers are taken at 8:45.
- All absent children's families are called to find out why they are not in school from 9:15.
- We might call to offer support if you are struggling to get your child/children into school.
- We might call to challenge reasons for absence.
- After this, a decision is made whether we authorise absence or not.
- If we cannot get in touch via phone, then a home visit is conducted. - decision by DSL.
- If no responses then log concern with 101 - decision by DSL or SLT.