

How parents can help

- It is a legal requirement for children to attend school.
- Make sure your child comes to school regularly and arrives on time.
- Avoid taking holidays during term time.
- Arrange non-urgent medical and dental appointments outside school hours.
- Keep a diary of absences, check for patterns developing. e.g. avoidance of PE, etc
- Make sure your child understands the importance of school attendance and you do not approve of them missing school.
- Help your child to keep to routines, going to bed and getting up at set times.
- Show an interest in what your child has done at school each day.
- If you think your child is trying to avoid school, can you find out why? Speak to your child's class teacher.

Punctuality

- **Pupils should be in class for 8:45am.**
- Pupils arriving after 8.50am are marked as late 'L'.
- Pupils arriving after registration has closed at 9:00 am are marked 'U'. This is defined as an absence mark. Please be aware that lateness after registration has closed can result in a Penalty Notice .

Leave During Term Time

The Head teacher can only authorise 'leave of absence' during term time in **exceptional circumstances**.

If you need to apply for leave please complete a leave of absence form and it return it to the school office.

Please be aware Garswood Primary School has adopted the use of Penalty Notices in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2013, regarding the issuing of Penalty Notices for unauthorised absence from school.

Therefore, please be advised that if you decide to take the leave of absence without authorisation from school, you may be issued with a fixed penalty notice.

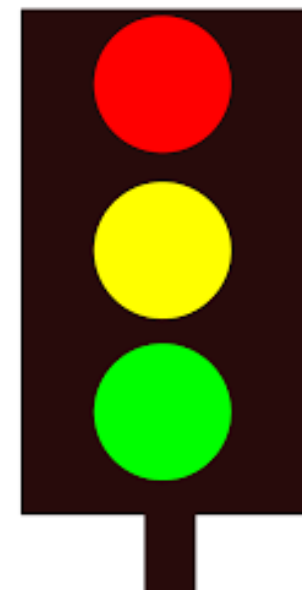
Contact Us

If your child is absent from school:

- Contact the school office before 9:00am
- Please give the reason for absence
- Please call the office every day your child is absent to provide an update.
- If you have any concerns regarding your child's health or education please contact Mrs Evans via the school office.



Traffic Light Attendance System



Information for
Parents

Traffic Light System

We are implementing a Traffic Light Attendance System to continue to improve school attendance. Each term pupils' attendance will be monitored and put into one of 3 colours.

Garswood Primary School aims for all children to achieve 97% attendance or above.

Pupils with attendance between 97% and 100% will receive:

- An opportunity to win the end of term prize for attendance eg. Cinema vouchers, book

If your child's attendance is between 92% and 96.9%, the following interventions may occur:

- Letter/text home
- Invite to School Attendance Meeting to complete a support action plan and/or a Parent Contract.
- Penalty Notice

If your child's attendance falls below 92%, action is required to improve.

The following may happen:

- Letter/text home
- Regular early morning phonecalls from the Family Support Worker
- Invite to School Attendance Meeting to complete a support action plan and/or a Parent Contract.
- Penalty Notice
- Referral to Education Welfare Service and/or other appropriate

Traffic Light Zones

Red

Pupils whose attendance falls below 92%

Amber

Pupils whose attendance falls between 92-96.9%

Green

Pupils whose attendance falls between 97-100%

Frequently Asked Questions

How do schools work out attendance?

Schools count each day as 2 sessions (AM & PM). Your child has to attend 10 full sessions each week to achieve 100% attendance.

What is an unauthorised absence?

Unauthorised absence is used when no reason has been given for the absence or the reason provided is not acceptable. Only Head Teachers can authorise absences.

Who can I talk to if I am concerned about my child's attendance?

It is important to seek help as early as possible. You can talk to the class teacher, Mrs Evans the Family Support Worker, or Mrs Potter, Head Teacher. You can also speak to St Helens Education Welfare Service.

But my child has a health condition...

We are here to support ALL families including those with medical conditions. We work closely with medical staff including our school nurse to devise Health Care Plans to ensure pupils have the right support. Please contact Mrs Evans with any concerns.

What is a parent contract?

A parent contract is a voluntary written agreement between home, school and Education Welfare Service. Parent contracts are intended to give you support.

Why can I be fined for poor punctuality?

Arriving late means your child misses learning in the morning. Every lesson counts. Lateness can also impact on a child's wellbeing. Walking in late can be unnerving.