

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,/swimming etc
- Make sure your child understands the importance of school attendance and you do not condone missing school.
- Help your child to keep to routines, going to bed and getting up at set times –avoid devices in the evening and before school.
- 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.**
- Doors open at 8.40am to ensure children are in school by 8.45am
- Pupils arriving after 8.55am are marked as late 'L'.
- Pupils arriving after registration has closed at 9:05 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**. To request 'leave of absence' a form may be requested and returned to the school office. Holidays are not considered exceptional circumstances and will be unauthorised.

Being late to school, after the register closes, is also an unauthorised absence

Please be aware Garswood Primary School has adopted the use of Penalty Notices in line with the new National Framework for Penalty Notices (Aug 24)

Therefore, please be advised that unauthorised absences from school, may result in a fixed penalty notice.

This may result in £80 fine per parent, per child, for 5 days (or 10 sessions) unauthorised absence from school in a 10 week period.

Contact Us

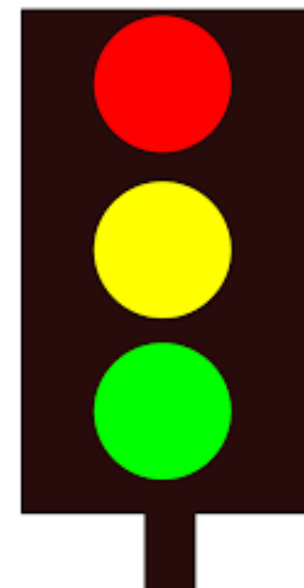
If your child is absent from school:

- 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 utilise a Traffic Light Attendance System to continue to improve school attendance. Each half 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 half term prize for attendance eg. Cinema vouchers, book vouchers, teddies and games.

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. •Home visit •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.
- Home visits •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 agencies or services.

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 and upsetting for your child and it disrupts the learning for others.