



The Heber Primary School Attendance and Punctuality Leaflet.

Essential Information for parents

Summary of The School Attendance Policy

At Heber, we expect children to attend school every day, as long as they are fit and healthy enough to do so.

If your child is not well enough to attend school, we expect a parent or carer to contact the school office before 8:45am giving a specific reason for the absence.

We have a duty of care for safeguarding your child. We will, therefore, contact you if we do not receive a call on a daily basis to ensure we know your child is safe.

The Law

As a parent/carer, ensuring your child's regular attendance at school is your legal responsibility. Permitting absence from school without good reason is an offence, which may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.

The Government

New government guidelines state that attendance figures of 90% or less is classed as 'persistent absence' (PA). The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year. At Heber Primary School, we will inform you if your child's attendance falls below 95%.

We will also notify you in writing if we feel that attendance should be improved to prevent further

action being taken. This may involve working with Southwark Council's Education Welfare Service.

Illness Guidance

Being ill may prevent your child from coming to school, but, if they can get out of bed and play or enjoy TV, they should be in school. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness. Looking after your child is very important to us and we will of course contact you if we feel they should be at home. If your child's attendance falls below **90%** due to illness, we will ask that you provide a doctor's certificate to verify absences. If this is not provided they will be classed as unauthorised.

Leave of Absence

The Department for Education made changes regarding Leave of Absence during term time. Leave of Absence is not permitted during term time unless there are 'exceptional circumstances'. Taking a Leave of Absence without prior discussion or consent will result in an unauthorised absence.

Please see the Attendance Policy for more guidelines on how to apply for a leave of absence.

Timings for the day

The register in **EYRS** is taken at **9:00am**.

The register for **KS1** is taken at **9:00am**.

The register for in **KS2** is taken at **9:00am**.

All gates open at 8:45am and shut at 8.55

Days Off School Add Up to Lost Learning

175 NON SCHOOL DAYS A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments



Lost Minutes Results in Lost Learning

Getting your child to school on time really matters		
If in a school year your child is late everyday	Your child would have lost approximately	Or they would have missed approximately
5 Minutes	3 days from school	16 lessons lost
10 Minutes	5 days from school	32 lessons lost
15 Minutes	8 days from school	48 lessons lost
20 Minutes	11 days from school	63 lessons lost
30 Minutes	16 days from school	95 lessons lost

Absence Level	School Response
Absence dips below 95% over a 12 week period	<p>Email sent to alert parents/carers to their child's attendance percentage.</p> <p>There is a 3 week window for attendance to improve.</p>
Unauthorised attendance does not improve	<p>Letter 1 – A meeting is required in school to discuss attendance and agree a parenting contract.</p> <p>There is a 3 week window for attendance to improve</p>
Unauthorised absence falls below 90% over a term. This is regarded by the DfE as Persistent Absence (PA)	The case will be referred to the Local Authority.

Lateness Level	School Response
3 or more lates over 2 weeks	Parents are contacted and offered support by the school's Learning Mentor
No improvement after 2 weeks	Letter sent to parents requesting a meeting.
Late 10 times in a term	Meeting called with Mrs Jefford and Learning Mentor
Late 15 times in a term	Meeting with Local Authority

Help and Support

If you need help with attendance or punctuality you must talk to the school as soon as possible. We will be able to discuss strategies and plans to support your child's attendance and punctuality.

Ljefford@heber.southwark.sch.uk