

SHIREMOOR PRIMARY SCHOOL ATTENDANCE POLICY



Attendance Matters

Did you know?

- Children who are regularly late or absent are at risk of being classed as a **safeguarding concern**.
 - **If your child has 10 unauthorised absences within 10 weeks (All holidays are unauthorised), you will be subject to a fine or a parenting order as directed by the local authority.**
 - **If your child has fallen below the 96% attendance threshold in previous years, any absence is likely to be unauthorised unless medical evidence is provided.**
 - **If your child's attendance falls below 90%, this is classed by the local authority as being persistently absent and you will be subject to other agency involvement.**
 - Pupils with the highest achievement at the end of primary school had better attendance.
 - 90% of young offenders had been persistently absent.
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What You Need to Do as a Parent

You have a **legal duty** to ensure your child attends school every day unless there's a valid reason.

Your Responsibilities:

- Make sure your child attends school **every day and on time (by 8:45am)**.
 - **Call the school, before 8.45, on the first morning** of any absence, giving the reason and expected return date.
 - **Provide evidence** (e.g.doctor's notes) for medical appointments or extended illness.
 - Avoid taking your child out for holidays — these **will not be authorised**.
 - Make medical or dental appointments **outside school hours** when possible.
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What the School Does:

We monitor every child's attendance and aim to work with families to resolve any issues early. Please contact us about any attendance concerns or queries you have at the earliest opportunity so that we can offer support.

Attendance Monitoring:

- We check attendance **daily, weekly and half-termly**.

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- If your child is not at school, you may have: a phone call from school, a visit from Grant, our Attendance Officer, or, where we have safeguarding concerns, we may contact Children's Services
- Letters or meetings will be arranged if attendance falls below 96%.

If No Contact Is Made:

- We'll call emergency contacts.
- If we can't reach you we may contact **Children's Services or the Police**. This is to ensure that children and parents are safe.

Meetings & Support:

- Parents may be invited to attendance support meetings.

Understanding Attendance Levels

Attendance Rate

96% – 100%

92% – 95%

85% – 90%

Punctuality Matters

Arriving late means missed learning and affects your child's day.

Minutes Late Daily Learning Lost Per Year

5 mins	Over 3 days
10 mins	6.5 days
20 mins	Nearly 2 weeks
30 mins	Almost 4 weeks

Late arrivals must be signed in at the office.

Extra Support

If your child has long-term illness:

- Contact the office to arrange **home learning**.
- Teachers may send cards or work to help children stay connected.

Celebrating Success! 🎉

We love to recognise great attendance!

- **96%+ attendance =**

Raffle for vouchers

Adventure Playground visits

Attendance badges

Class rewards

If you need help with attendance, please talk to us. We're here to support every child and family.