



St Stephen's Attendance Newsletter



Check out our website for further updates!



Why it is important for your child to attend school regularly?

- To give your child the best possible start in life
- They will achieve better results
- Building lasting relationships
- Taking part in exciting activities
- Making friends and having lots of fun!

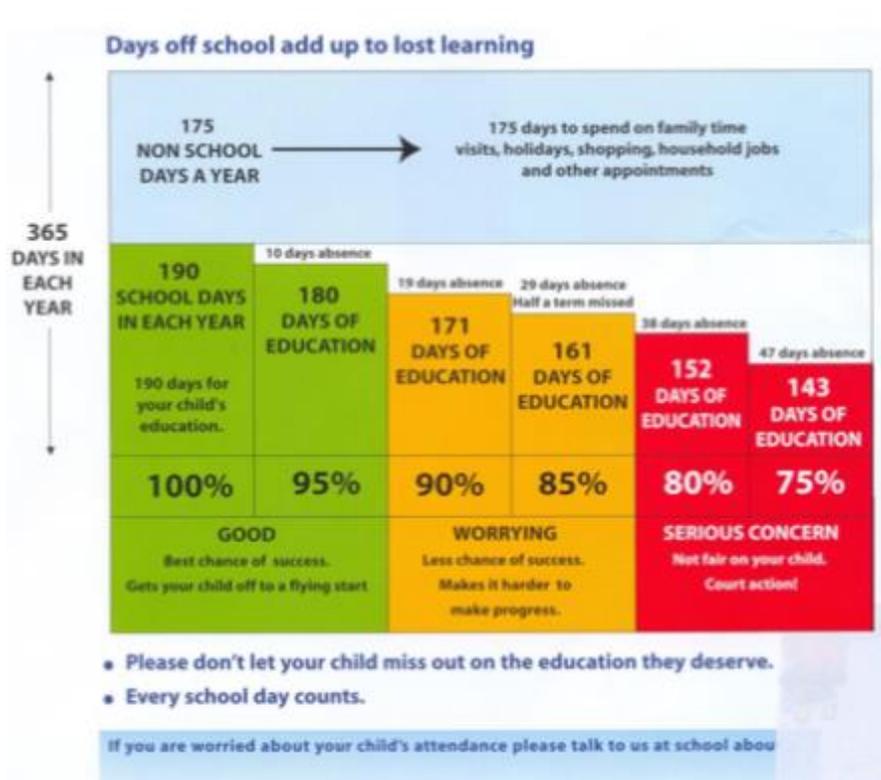
Your child's attendance is very important; establishing good attendance from a young age can affect their entire school life. We want your child to attend school regularly as this supports their learning.

If your child is ill or if you have a scheduled absence, please inform the school at the earliest opportunity.

What happens if a child does not attend school regularly?

By law, all children of compulsory school age (between 5 and 16) must get a suitable full time education. As a parent you are responsible for making sure this happens and if you fail to ensure a child of compulsory school age attends school regularly, legal action may be taken by the Local Authority.

Please refer to our attendance policy for further guidance.

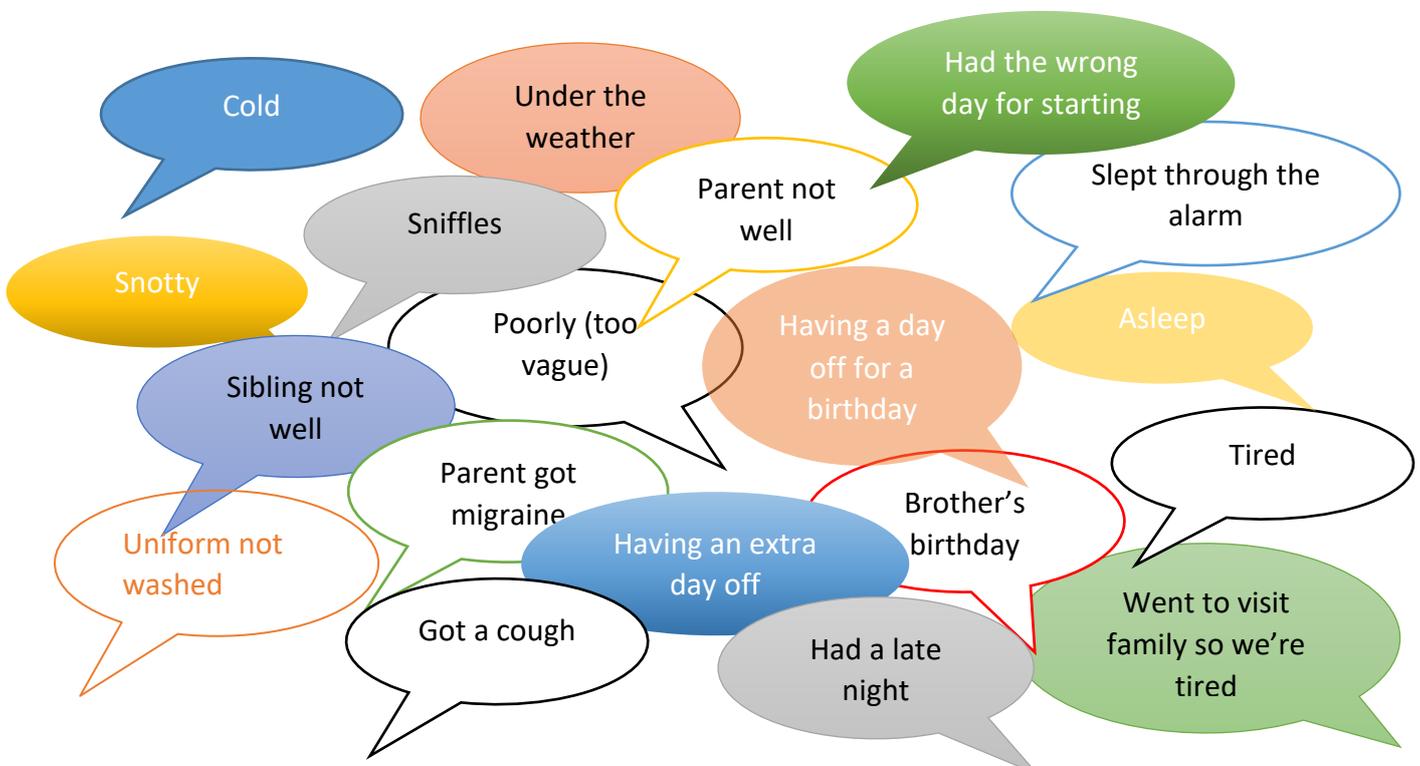




****IMPORTANT**** If your child is too ill to attend school or is absent for any other reason, please contact the school by ringing the school office on 01772 556306 on the first day of absence before registration closes at 8.50am. If you leave a voicemail, please include child's name, class and reason for absence.

- If you do not notify the school office then this will be recorded as an unauthorised absence.
- If your child is saying they do not feel well and you are unsure about whether it warrants a day off please send them to school. If they are truly ill we will ring you.
- Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions:
 - Is my child well enough to do the activities of the school day?
 - Does my child have a condition that could be passed on to other children or school staff?
 - Would I take a day off work if I had this condition?

We have received a number of messages informing us of the reason for their child's absence. Some of these included –



All the above reasons are **NOT** valid reasons to keep a child at home. You will be surprised how quickly they forget about the illness once they see their friends!

REQUESTING LEAVE OF ABSENCE

PLEASE THINK CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME



- By law you **must** ask for permission for your child/children to miss school, well in advance of the planned absence and arrange family holidays/leave of absence to coincide with school holidays wherever possible.
- Parents can request a leave of absence but, by law, this can only be authorised if the circumstances are exceptional. To request a leave of absence you must complete an 'application for leave from maintained schools' form which can be obtained from the school office.
- Parents who take a child of compulsory school age out of school without permission from the school may be issued with a penalty notice.

LATE GATE AND COLLECTIONS

Please ensure your child attends school on time. School gates open at 8.30am every morning and the classroom doors open from 8.45am. We expect children to be in school for registration at 8.50am. Should your child arrive to school from 8.50am onwards, they will be marked as late and will have to register via the 'late gate' through the school office. All late gate arrivals and late collections are closely monitored.





If your child is late 10 minutes a day - surely that won't matter or affect my child..

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Absence from school can only be authorised by school for exceptional reasons. Holidays and trips abroad are not exceptional and should be planned for during school holiday periods. Permissions to take a child out of school must be sought before planning the leave and unauthorised leave may incur a fine from the Local Authority through the Penalty Notice system.

Rewarding Good Attendance

As a school we reward good attendance by giving the children a dojo point everyday they are in school, on time.

We also have a Star Rewards system for each class. The whole class gets a star when all pupils are in class. Every time they reach 15 stars the whole class gets a reward, such as movie afternoon with snacks, or extra activities etc.

