

St George's Beneficial C of E Primary School



Attendance

School Day 8:50 am – 3:15pm

Doors open at 8:40 am





Attendance



Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause like illness.

Missing school damages a pupil's learning and their progress and disrupts their routine.

A child who misses 10 minutes a day, loses a day's education every half term. Pupils should never miss school for reasons like shopping, birthdays or because another member of the family is unwell.



What should I do if my child needs to miss school?

- ✓ First morning of absence you must use the free 'Studybugs' app (<https://studybugs.com/register>) or phone school and give the reason.
- ✓ If you do not phone we will call you.
- ✓ If contact is not made the absence is unauthorised

- ❖ Make routine dentist & doctor appointments after school or during holidays.
- ❖ If you have to make an appointment during school time, your child should be at school for most of the day.
- ❖ Holidays should not be taken in term time.
- ❖ Plan when visas are required and use school holidays to ensure visas are updated.

Can I get help if my child does not have regular attendance?

- ✓ Yes, a keyworker will build a report with your child
- ✓ We will work on strategies to enable your child to attend regularly or on time.
- ❖ It is very important that you speak to us at the earliest opportunity if you have any worries about your child's attendance.



Procedures

St George's keeps a log of all the reasons for absence.

Concern over attendance is raised when sessions are missed.

You will be informed by a colour coded letter.

- ❖ Green – Letter & Attendance sheet
- ❖ Amber – Request for evidence of appointments (medical/illness)

- ❖ Red – Final Letter sent & referral to AST (School Attendance Team) if over 15 sessions missed.
- ❖ Late letters are also sent where children are consistently late.

A leave of absence form (LOAF) must be handed into the school at least 5 days before first day of absence. When the school agrees for your child to miss school in advance or accepts your explanation, absence is 'authorised'. All other absence is 'unauthorised'.



A Penalty Notice does not require a court appearance, but still aims to improve attendance.

There is a fine of £60 to be paid within 21 days. This increases to £120 if payment is received between 21 days and 28 days. If payment is not received in full by 28 days, the council are required to start legal proceedings.

Each parent is individually responsible for the child's attendance and commits a separate offence if the child does not attend school on a regular basis.

We celebrate those who have 100% attendance.

We celebrate the class with the highest weekly attendance.



This leaflet is being sent to every parent / carer so everyone is aware of the need for their child to attend regularly and on time to achieve their best. It is important parents and carers understand their responsibilities and the consequences of their child having unauthorised absence from school.

Term	Start Date	End Date
Autumn Term 2023	3rd September 2023	15th December 2023
	Half term 23rd October 2023 – 27th October 2023	
Spring Term 2024	2nd January 2023	29th March 2023
	Half term 12th February – 16th February 2024	
Summer Term 2024	15th April 2024	24th July 2024
	Half term 27th May 2023 – 31st May 2024	

The Law

Compulsory school age is defined to be 5-18 years. The law states that all pupils of compulsory school age should attend school regularly to obtain maximum benefit from their education.

Inset Days

Monday 4th September 2023

Tuesday 5th September 2023

Friday 20th October 2023

Spring term and Summer term 2024 to be planned