



Ashford Park Primary School

Inspiring a love for lifelong learning

MAKING ATTENDANCE COUNT

If you are a parent/carer of a child who is of statutory school age, that is the term after their 5th birthday, you have a 'statutory duty' to ensure that your child is in school.

The Government has raised their expectations and state that children should be in school for 100% of the time!

At Ashford Park Primary School, we achieved 95.4% attendance for the academic year 2016-2017 and are now aiming for 95.5% or above.

PLEASE can YOU help us to achieve this?

<http://www.ashford-park.surrey.sch.uk/page/?title=School+Policies&pid=19>

Children are in school for 190 School Days per academic year					
Children are at home for 175 Non-School Days per academic year (including weekends, holidays & Bank holidays)					
% attendance during one school year	Equates to days/weeks absent (approx)	Number of lessons missed (approx)	Concerns of the school	Procedures	Next steps
95-100%	0-10 days/ 0-2 weeks absence		NO concerns	N/A	N/A
93%-95%	10-12 days/2 weeks + absence	60-72 lessons missed	Internal monitoring of attendance	N/A	N/A
90-93%	12-19 days/3-4 weeks + absence	72-96 lessons missed	Patterns of absence forming	Letter sent to parents	Monitor weekly
90% and below	19 days or 4 weeks absence	120+ lessons missed	Persistent Absence	Meeting with parents weekly monitoring	If no improvement, referral to the Education Welfare Team

**ATTENDANCE THAT FALLS BELOW 90% IS CALLED
PERSISTENT ABSENCE (PA)**

If your child is feeling ill

We completely understand that children can quickly become ill and it can sometimes be difficult to decide whether to send your child to school or not.

We hope that the information below can be used as a helpful reference guide, to help your family in making the decision as to whether you should send your child to school.

RED – NEED TO STAY AT HOME

Sickness & diarrhoea - please allow 48 hours since the last 'bout', before sending your child back to school.

Rashes – check with your GP

High temperature – over 37.5 degrees.

AMBER – SEEK ADVICE

Tummy ache, feeling sick, headache.

Please send your child to school, and we will ALWAYS contact you if their condition worsens.

Our staff will administer medication, if the packaging is labelled with your child's name & if you have completed a permission form.

GREEN – COME TO SCHOOL

Cold, sore throat, cough, feeling tired.

Please send your child to school, and we will ALWAYS contact you if their condition worsens.

Childhood illnesses

If your child is too ill to come to school, please contact the absence line, Option 1 and leave an answerphone message **BEFORE 9am** with the full details of your child's illness/symptoms. The school may phone you back, if any further information is required.

Medical and dental appointments – please endeavour to arrange for these appointments to be either before or after school, as appointments in the school day will impact on your child's percentage attendance. If you are unable to arrange for appointments out of the school day, you will be asked to provide medical documentation.

Running late?

Being on time is a vital skill for all children to learn and running late can have a huge impact on your child's learning and their self-esteem. If you are running late, please endeavour to call the school, so that we can inform the class teacher that you are on your way; and if your child has a school dinner the kitchen needs to be provided with accurate numbers before 10am.

PLEASE be advised that if your child is late after registration more than 10 times in a half term, you may be subject to a Fixed Penalty Notice being served.

Absence during term time & Fixed Penalty Notices

Please be reminded that children with unauthorised absence for holidays, unexplained absences and unauthorised illness, are at risk of receiving a Fixed Penalty Notice from Surrey County Council.

If you have an exceptional leave request, please complete a 'Leave of absence' form from the school office or download from our website. Once the form has been returned, we will inform you of the school's decision.

Celebrating superb attendance at APPS

We greatly enjoy celebrating great attendance with the children through:

- ❖ Top Dog and Top Ted weekly attendance.
- ❖ We award Kindles to KS1 and KS2, for 100% Top Hat attendance SUPERSTARS, twice a year.
- ❖ Certificates are awarded for 95% to 100%.
- ❖ Attendance information is shared with our parents and carers.