

## Cutnall Green First School

### Attendance Guidelines

#### Attendance Matters:

As a multi-academy trust we believe that outstanding attendance is vital for all children to be confident, independent learners. Our aim is to give a clear and consistent message to both parents/cares and children in our schools, which we will constantly reinforce in our day-to-day work.

#### Expectations at Cutnall Green:

- **Excellent Attendance** – Parents have a legal responsibility to ensure their child/children are in school every day as it is vital for learning and promoting essential life skills
- **Punctuality** – Parents have a responsibility to ensure that their child/children arrive on time each day in school and are prepared for the day ahead
- **Medical and Dental appointments** – Where possible, these should be taken outside of school hours or in holiday periods
- **Absences** – Parents have a duty to notify school if their child/children are absent for any reason and this needs to be done by 9:10am. School will contact parents if notification is not received by this time

The Department for Education (DfE) is revising its guidelines for persistent absence (PA) from September 2015. This will mean that children missing 10% of the school year will be classed as 'persistent absentees'. Children without a valid medical reason for being absent from school could be referred to the Education Investigation Service who may take legal action.

#### What can you expect from Cutnall Green:

- 100% attendees will always be recognised in our schools
- Good and improving attendance will be rewarded
- Children with poor attendance and their families will be supported in school to ensure attendance improves
- We will offer additional support when exceptional circumstances affect a child's attendance

**We are committed to working towards the goal of 100% attendance for all children at Cutnall Green.**

#### Leave of Absence

The Government has changed the legislation with regards to absences and we are no longer permitted to authorise any holidays during term time. Unauthorised holidays in term-time can result in a Penalty Notice being served and a £120 fine being issued (per child, per parent/carer) by the Education Investigation Service.

#### Forward Planning

We always ensure that our school website is kept up to date with all the term dates for at least 12 months in advance therefore there should be no reason why holidays are accidentally booked in term time. In total there are about 13 weeks in the year when school is closed, giving plenty of opportunity for family holidays. We fully appreciate and understand that there are financial implications for families but please don't underestimate the huge learning implications that time off school has on your child.

**Impact of Absence on a child's attendance** (by the end of each academic year)

Number of Days Absent	% Attendance	Attendance Rating
0	100%	Outstanding
1	99.5%	Outstanding
2	99%	Outstanding
3	98.5%	Outstanding
4	98%	Good
5 (1 week)	97.5%	Good
10 (2 weeks)	95%	Poor
15 (3 weeks)	92.5%	Poor
20 (4 weeks)	90%	Persistent Absenteeism (Possible legal action)
25 (5 weeks)	87.5%	Persistent Absenteeism (Possible legal action)
30 (6 weeks)	85%	Persistent Absenteeism (Possible legal action)
35 (7 weeks)	82.5%	Persistent Absenteeism (Possible legal action)

**Punctuality:**

As with absences, a child who is late for school will lose opportunities to learn. At Cutnall Green school starts at 8:50am and as soon as the children are in their classrooms their learning begins. A few minutes each day quickly adds up to significant amounts of time and learning lost.

**Lost Minutes = Lost learning**

Minutes late per day	Equivalent amount of school days lost per year
5 minutes late	3 days
10 minutes late	6 days
15 minutes late	10 days (2 weeks)
30 minutes late	19 days (almost 4 weeks)

**Please help us to ensure that your child receives the very best possible education they can by ensuring they are in school every day and that they are on time.**