

DID YOU KNOW.....



If you arrive in school after the register closes at 9:15am, your child will be marked as absent.

There are only 190 days in a school year which leaves 175 days to spend on family time, shopping, appointments and other things.

A two week holiday in term time means that the highest attendance your child can achieve is 94.7%.

## EVERY MINUTE COUNTS

MINUTES LATE PER DAY	EQUIVALENT OF MISSING	HOW MANY LESSONS THIS IS MISSED
5 MINUTES	3.4 SCHOOL DAYS A YEAR	17 LESSONS
10 MINUTES	6.9 SCHOOL DAYS A YEAR	35 LESSONS
15 MINUTES	10.3 SCHOOL DAYS A YEAR	51 LESSONS
20 MINUTES	13.8 SCHOOL DAYS A YEAR	69 LESSONS
30 MINUTES	20.7 SCHOOL DAYS A YEAR	104 LESSONS



If you have any questions please get in touch.

Lincoln Gardens Primary School

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## Lincoln Gardens Primary School

## Attendance Leaflet



### Why is Good Attendance important?

There is a link between good school attendance and a high level of attainment. Regardless of the reason, if your child is absent from school it will impact on their learning. Parents/carers are legally responsible for ensuring their child attends school on time every day.

### Medical or Dental Appointments

Where possible, all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. Evidence of such appointments must be provided.

### Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat), over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be off school for 48 hours if they have sickness or diarrhoea.

### Reporting Absence

It is a parent/carers responsibility to notify school if your child is absent. Please do this as soon as it practically possible by phoning the school or completing the absence reporting form on parent mail.

### Term Time Absence

The headteacher may not grant any leave of absence to pupils during term time unless they consider

there to be exceptional circumstances. Each application is considered individually taking into account specific facts, circumstances and relevant context behind the request.

### What happens if my child's absence falls below 92%?

- 1 - a letter will be sent informing you of your child's low attendance and that it will be closely monitored in the aim of seeing an improvement.
- 2 - If your child's attendance continues to cause concern, you will receive another letter inviting you to a meeting.
- 3 - A meeting will take place where supportive strategies will be put in place to improve your child's attendance.
- 4 - A review meeting will take place to see the impact of the initial plan.
- 5 - If your child absence continues to persistent then at the discretion of the school, the Education Welfare Officer will be contacted and a fixed penalty notice may be issued.

