DID YOU KNOW……

- If you arrive in school after the register closes at 9:05am, your child will be marked as absent for that session
- 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%.

MINUTES LATE	IMPACT ON YOUR CHILD`S ATTENDANCE IN A YEAR
5 minutes a day	98.40%
10 minutes a day	97.60%
15 minutes a day	94.60%
20 minutes a day	92.90%
30 minutes a day	89.20%

What do we do to promote and celebrate attendance ?

- Every class that has a weekly attendance of 95% or more earns a letter. Once all letters of a given word have been earned - the class receives a prize.
- Class display the weekly class attendance
- Whole school attendance display
- Every week, children who have been in school all week receive a 100% attendance sticker
- Children who have 100% every week will have their name put into a half termly draw where they can win a prize
- Every half term and term, children's attendance is celebrated with bronze, silver and gold awards
- Children who have 100% attendance for the year, will receive a special prize.

Lincoln Gardens Primary School

Attendance Leaflet

'LEARN, GROW, PARTICIPATE, SUC

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

EVERY SCHOOL DAY COUNTS

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, and circumstances

What happens if my child's absence falls below 95%?

1 - a message will be sent to you outlining your child's low attendance with the aim of seeing an improvement

2 - If no improvement then a formal letter will be sent informing you of your child's low attendance and that it will be monitored weekly.

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.