

# What can you do to help?

- Make sure your child attends school everyday that they possible can
- Aim high - 96% attendance is the expected level of attendance
- Arrive to school on time
- Contact the school office when your child is absent to inform us of the reason why your child will not be attending school
- Ask your child about their day and help with any homework or reading
- Please do not take you child on holiday in term time, They will miss out on such a lot of learning
- Come and talk to us - please let a member of staff know if your child is unhappy and is not wanting to come to school. There are lots of things we can do to help



# Did you know?

**Good Attendance - Well done - Keep It up**  
100% = Attending school everyday  
96% = 8 Days missed

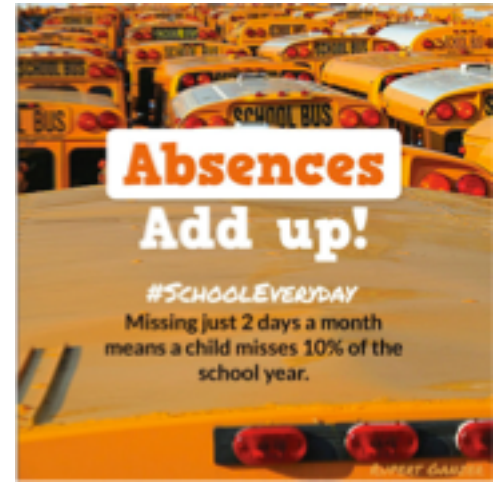
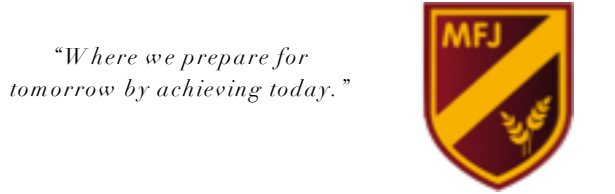
**Below the expected level – Needs to Improve**  
95% = 9 Days missed  
91% = 18 Days missed

**Poor attendance - Worrying and must Improve**  
90% = 19 days missed  
85% = 28 days missed  
80% = 38 days missed

**Lateness**  
5 Minuets late everyday means your child will miss 3 days of learning each year – 15 minuets late every day means 2 weeks of learning missed each year

# School Attendance

Information for Parents and Carers



Brookfields Road  
Oldbury  
West Midlands  
B68 9QR  
Tel: 0121 552 1215  
Email:

[contact@moatfarm-jun.sandwell.sch.uk](mailto:contact@moatfarm-jun.sandwell.sch.uk)

# Attendance

Setting good attendance patterns from an early age is really important and will help your child throughout their school life.

If your child does not attend school regularly, they may struggle to keep up with school work and miss out on the social side of school life which is important for their development.

At Moat farm junior school we closely monitor all of our pupils' attendance and keep parents and carers informed of their Childs' attendance.

Our education welfare office is available in school 2 days each week to offer support and advice to parents and carers.

## Punctuality



to start the day off well, children should arrive on time for school. School starts at 8:55am – children should be in the playground ready to go into school before the bell goes. Arriving late means your child may miss the teacher's introduction to the lesson, miss extra help with learning and may feel embarrassed when entering the classroom late.



# What should I do if my child is absent from school?

Please contact the school office as soon as possible and before 9:10am, to explain why your child will not be in school.

Do try to organise medical and dental check ups out of school hours or at the end of the school day so your child does not miss out on important learning. There may be times when this is not possible but we ask to keep it to a minimum.

## How are absences recorded?

Only the head teacher can decide if an absence is authorised – this will depend upon the reason given or your child's overall attendance. Only keep your child off school if they are genuinely too ill to attend.

### Authorised absences may include –

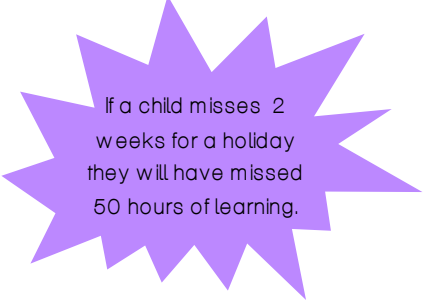
- Illness
- Unavoidable medical appointments
- Other exceptional circumstances (e.g. Funerals)

### Unauthorised absences may include –

- Holiday taken in term time;
- Where a reason for absence is not provided or when the reason provided is not acceptable such as shopping, visiting relatives and for birthdays.
- Arriving late after the close of register (after 9:10am)

# What does the law say about school attendance?

By law, all children of compulsory school age (between 5 And 16) must have a suitable, full time education. Parents/Carers are responsible for making sure this happens by enrolling the child at school or by making other arrangements which provide a full time education. If a child fails to regularly attend the school where they are on roll and the absence is not authorised by the school, the local authority may take legal action against parents/carers which can result in a fine of up to £2,500 and a prison sentence.



If a child misses 2 weeks for a holiday they will have missed 50 hours of learning.

All requests for leave of absence in term time must be submitted to the school office before taking the leave. The head teacher and WEO will consider the request and contact the parent. Please note penalty notice fines can be issued by the Local Authority for holidays taken in term time.

### Leave of absence and holiday in term

The school year includes 13 weeks when children are on holiday. Please do not take your child out of school for holidays – they will miss such a lot of learning.