### **Otterton C of E Primary School Attendance Information**

Otterton C of E Primary School wants all the children within our care to have the best possible attendance at school to enable each and every one of them to reach their full potential.

Every child is entitled to an education, parents who do not ensure that their child receives an appropriate education put their whole future at risk

Being absent from school means a lost learning opportunity.

66 We want the best for your

child as we are sure you do too.

Children who frequently miss

school may fall behind in their

work and young children find it

very hard to get back into their

friendship group after a period

of absence. 99

# Authorising Absence

There are 2 types of absences from school:

#### **Authorised Absences**

Where a child has a valid and legitimate reason for being absent which is accepted by the school

#### **Unauthorised Absences**

Where an absence is unexplained or the reason given for the absence is not accepted by the school.

#### Why attend school regularly?

- Take full advantage of the educational opportunities available
- To make a positive contribution to the school and the local community
- To increase the opportunities of being successful in later life

## Punctuality

School drop-off will start from 8:45am and children will need to be in school by 8:55am to start their lessons.

Parents must drop off their child at the gates where a member of staff will be present.

Any child arriving between 8.55 and 9.05 will be marked as late and any child arriving after 9.05 will be marked down as an unauthorised absence.

Please remember, if your child is not going to be in school, you MUST let the office know by 9.00am. If contact with the office has not been made by 9.30am and a valid reason given, your child's absence will go down as **UNAUTHORISED.** 

## Attendance Matters

The minimum satisfactory attendance as set by the Government is 96%

Absences soon add up 80% attendance is the same as having 1 day off a week!

Any child with attendance below 90%, regardless of the reason for the absence is considered to be a persistent absentee. Persistent absentees are less likely to achieve their full potential and may be referred to the Education Welfare Officer.

#### It all adds up!

If your child is 15 minutes late every day it will add up to 2 weeks of the school year being missed!

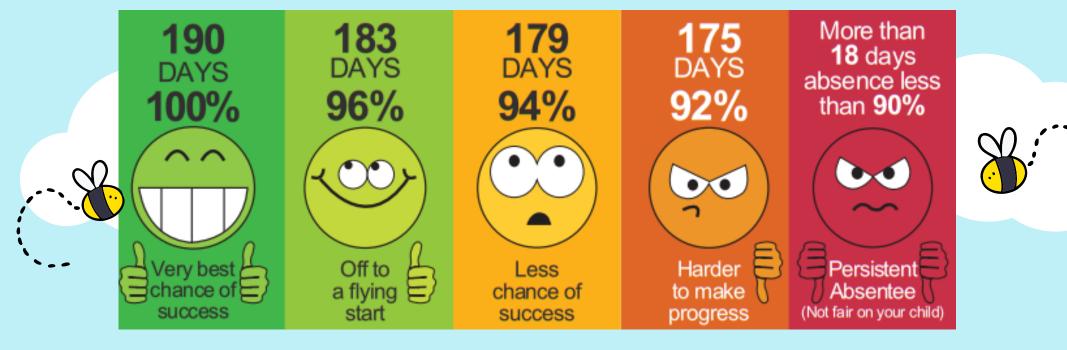
## Holidaus

Every minute of every school day is vital and pupils should only be granted authorised absences by the school in exceptional circumstances. A family holiday is not normally considered by the Government to be an 'exceptional circumstance' and therefore will not be authorised by this school.

Should you choose to take your child out of school without authorisation from the school, then Parental Responsibility Measures could be instigated. This could mean receiving any of the following;

- A Penalty Notice (assuming one has not been issued in the past 2 years)

- A summons to the Magistrate Court which could result in a fine of up to **£**2500 and/or a term of imprisonment for up to 3 months.





### Top Tips!

Some tips to help with getting ready for school every day

- Help your child get their school bag ready the night before
  Make sure uniforms are washed and put out ready to put on
  Make sure your child goes to bed at a
  - reasonable time on a school night
- 4. Set your family alarm clock to allow plenty of time to get ready and have breakfast
- 5. Punctuality is important make sure you allow enough time to get to school on time

6. If you have any worries about your child, their learning, their health or any change in your family circumstances speak to your child's teacher



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We are also on Facebook: Otterton CofE Primary

