

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.

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!

Holidays

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.

“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.”



190
DAYS
100%



Very best
chance of
success

183
DAYS
96%



Off to
a flying
start

179
DAYS
94%



Less
chance of
success

175
DAYS
92%



Harder
to make
progress

More than
18 days
absence less
than **90%**



Persistent
Absentee
(Not fair on your child)

An Authorised Absence?



- Genuine illness
- Medical Appointments - where possible try to make routine appointments outside of school hours
- Bereavement/Funerals
- Days of Religious Observation
- Seeing a parent who is on leave from the armed forces
- Day trips
- Shopping trips
- Holidays
- Birthdays
- Parent/Carer illness
- Resting after a late night
- Hair cut appointments
- Visiting family/friends



Top Tips!

Some tips to help with getting ready for school every day

1. Help your child get their school bag ready the night before
2. Make sure uniforms are washed and put out ready to put on
3. 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



Contact us

Otterton C of E Primary School,
Church Hill,
Otterton,
Devon,
EX9 7HU

Tel: 01395 568326
Email: adminotterton@thelink.academy
www.otterton.thelink.academy

We are also on Facebook:
Otterton CofE Primary

