

Absences

- ◆ If your child is going to be absent from school for any reason please let the school know as soon as possible.
- ◆ Ask yourself – does my child really need to be out of school today? They will be missing important lessons!
- ◆ If your child is ill keep them out of school for the shortest time possible.
- ◆ However, if your child has an infection please follow any guidance given by the school.
- ◆ Brothers and sisters must not also be kept off of school, unless they are also ill.
- ◆ Langley phones parents on the first day of absence where we do not know why a child is away. We do this to everyone so please do not be offended if we call you!
- ◆ If your child does not want to come to school please talk to a member of staff – we will help if we can.
- ◆ After being off for 3 days we will ask for medical evidence. This can be a doctor's appointment card or proof that you have bought your child off the shelf medicine.
- ◆ If we have no reply for 4 days we will make a home visit to you.
- ◆ If we are still concerned we will ask Attendance Services to make a visit.

Checklist

- ✓ It is the legal responsibility of parents and carers to make sure their children are in school as often as possible.
- ✓ Let the school know if your child is not going to be in school that day.
- ✓ Do not take holidays in term time.
- ✓ Make medical appointments out of school time, or bring in an appointment card if it has to be in school time.
- ✓ Keep any absence to the least number of days possible.
- ✓ Don't let your child be late for school – every minute counts!
- ✓ Contact the school on 0121 552 1744 if you are having any problems getting your child to attend school. We will try to help!



School Attendance Matters !

School Expectation for Attendance: 96.7%+



In partnership with Sandwell Attendance Services

A family friendly policy version implementing the new DfE Attendance Guidelines.
A full version of the Policy is available on the school website

School Attendance Matters

Under the new guidelines for attendance there is a process schools are expected to go through. We are expected to

- 1) monitor your child's attendance closely and contact you early if the attendance starts to drop.
- 2) regularly talk to the children about how important coming to school is.
- 3) meet with you if attendance drops and try to help you get it higher.
- 4) offer help to help you get your child to school more often.
- 5) Put what is expected and what you need to do into an agreement if the support offered does not improve attendance.
- 6) If an agreement does not work to enforce attendance through legal intervention and/or prosecution.

Rewards for good attendance

We have several awards for good attendance

- 1) The best attending class on a Monday gets a prize for their classroom.
- 2) The best attending class over the week gets a reward.
- 3) The best attending class over a half term gets a VIP treat.
- 4) If the school reaches its target of 96.7% the Governors provide a fun day for the whole school.

Registration Being on time !



- ❖ Lateness is a problem. Being late 10 minutes a day is a whole lesson missed in a week.
- ❖ School starts at 8.50am. Arriving after this time is being late and you must sign your child in at the School Office.
- ❖ Arriving after 9.30am will be marked as Unauthorised, unless it for a reason such as a medical appointment.

Persistent Absence

This is where your child has an attendance of less than 90% (they are missing a day every 2 weeks)

If your child's attendance goes this low

- We will send you a letter to let you know.
- Give you 2 weeks to improve the attendance.
- If it doesn't improve we will meet with you to offer help.
- If it still doesn't improve we will meet with you and set targets. For the next 5 weeks your child must not be off school for more than 10 half days.
- If your child has more time off than this, we will refer the matter to Attendance Services.

Holidays



The Government and the Governors do not allow any child out of school on holiday during school times. Holidays are cheaper but your child is missing lessons that they will not be taught again.

- You may apply for one break of up to 5 days in any one school year for exceptional circumstances. You must fill in a form from the Office. This needs to be done 4 weeks in advance unless there is an emergency. The school does not have to agree to your request.
- Any holiday that is taken from the school is counted as unauthorised absence and the Attendance Services Officer will be informed. In many cases they will issue a fine.
- If a request for leave is rejected and still taken this may result in a fine also
- Where attendance is below 85% any request will be refused.

Medical / dentist appointments

- Try to make appointments outside of school time.
- If this is not possible, please bring your appointment card when you come to collect your child.