

What we do

- Unexplained absences will be followed up
- Good school attendance will be recognised and rewarded with certificates for individual children and classes
- Prizes are given to children with 100% attendance for the whole school year



- Letters are sent out to parents of children with persistently poor attendance
- The Education Welfare Officer visits the school regularly to monitor attendance and will become involved if attendance fails to improve
- Once the Education Welfare Officer has become involved, legal action may follow



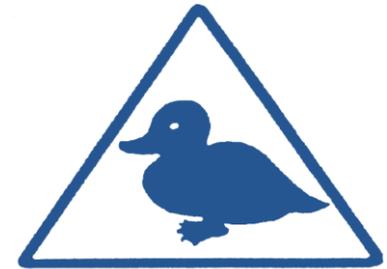
If your child is unable to attend school, please ring us as soon as possible in the morning on

0118 9375433

choose Option 1

and leave a clear message giving your child's name, class and the reason for absence.

We will then notify the class teacher. There is no need to send a letter as well.



**Caversham Park
Primary School**

**Attendance
Information**

Why does attendance matter?

School attendance is a serious matter. It is a proven fact that poor attendance can have a negative effect on a child's academic progress.

90% attendance = $\frac{1}{2}$ day missed every week.

Over one year this is the same as 4 missed weeks.

85% attendance over one year is the same as missing **6 weeks** of school, which is **one school term**.

80% attendance over one year is equivalent to missing **8 weeks of school**.

Being absent from school for a day can mean a child misses an important part of a literacy or numeracy lesson, which may not be repeated and which may lead to problems with keeping up with the rest of the class.

Our attendance target for the year, set by Reading Borough Council, is 96%



Pupils should arrive at school at 8.40 a.m. ready for the bell to ring at 8.50 a.m. when they come in to school and the registers taken. Any child not in their seat when the register is called is marked as late - if they are more than 30 minutes late, it is counted as an unauthorised absence for the morning, the only exception to this being a medical appointment which has been notified to us beforehand.

If your child is unwell, please ring school on 0118 9375433 and leave a message on Option 1.

Please try not to take children out of school in term time, e.g. book medical and dental appointments outside of school hours where possible and avoid taking family holidays in term time.

Once time has been lost in school, it is virtually impossible to make it up.

Examples of authorised absences are:

- ❖ Illness - backed up by a phone call
- ❖ Funeral or other family circumstance - backed up by a letter to school
- ❖ Family holiday - but only if authorised by school before the holiday is taken
- ❖ Performance - agreed by school before the event
- ❖ Religious observance - only if school is notified in writing

Examples of unauthorised absences are:

- ❖ Unauthorised family holiday (this may result in a fixed penalty fine), birthdays and family outings
- ❖ The first day of term when there is not an inset day
- ❖ The last day of term when we have not been given a reason for absence
- ❖ Arrival at school more than thirty minutes after the register has been taken unless a notified medical appointment