



# **Outwoods Edge** Primary School

Every Child. Every Day. Every Future.

# **Attendance**



At Outwoods Edge Primary School

If your child is going to be absent, it is essential that you contact us **on the first day of absence to let us know**. Please report the absence by emailing parents@oedge.net or call the school office (you can leave a message by selecting option1). If it is necessary for you to contact the office more than once during a spell of absence, at least one of these communications should be a verbal communication (telephone, voicemail or in person). **If we have not heard from you by 9.30am we will be in touch with you to confirm reasons for the absence.**

### **The Importance of Regular Attendance**

There is a clear link between attendance and achievement. Good attendance is essential for your child to gain full benefit from their education and to benefit their learning, wellbeing and wider development. For this reason, we do all we can to encourage all children to come to school as often as they can. Moreover, your child will enjoy school more if their attendance is uninterrupted by absences. It is important that expectations for good attendance are set at an early age.

The school's attendance target is 97% and the expectation is that children will achieve attendance at this level or higher. The government categorises any child as "persistently absent" if they have been absent for 10% or more of the time they should have been at school. This equates to absence of 19 or more school days over the school year.

### **Our Response to Absence**

We will contact you if we have any concerns or if we have not received a satisfactory explanation for an absence. Where there is a regular pattern of absence or attendance deteriorates, we will write to you in the first instance and your child's attendance will be monitored. If there is not sufficient improvement, you may be asked to attend an appointment to discuss the situation.

Where absences are over a long period, or there are frequent, short-term absences we may require supporting medical evidence.

The school works in partnership with the local authority Attendance Team, who support the school to ensure all children attend school regularly and on time. We strive to ensure that attendance is prioritised throughout our school and take a "Support First" approach as set out in the guidance government guidance, [Working Together to Improve School Attendance](#). We are always open to discussing your child's attendance with you to agree strategies for improvement.

### **Lateness**

Class doors open at 8.45am and children are expected to arrive at school on time. Late arrival at school can mean that essential learning or input is missed and can be disruptive to the rest of the class.

The register will be taken at 8.50am, children arriving after this time will be recorded as arriving "Late" (L). If a child arrives after 9:00am, this will be recorded as unauthorised absence (Code U-arrival after registration is closed).

We monitor children's punctuality and will work with you if this becomes a problem.

### **The Legal Position**

The law makes it clear that only the school can authorise absence and it is under no obligation to do so. This applies even in cases where parents have supplied a reason.

### **Holiday Requests/Leave of Absence**

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be "exceptional circumstances". A family holiday during term time does not fall under the category of 'exceptional circumstances'. The school considers each application for term-time absence on an individual basis, taking into account the specific circumstances behind the request. Should you wish to make a "request for absence" for your child, giving a minimum of 14 days for the absence. Please follow the link here for the [Leave of Absence Form](#) or contact the office for a copy.

Absences for family holiday, weddings or other celebrations are unlikely to be authorised. Taking a child on holiday without permission will be marked as an unauthorised absence and parents doing so may be issued with a Penalty Notice by Leicestershire Education Authority. Please see our attendance policy for further information.

### **Illness and Medical Appointments**

Wherever possible, routine medical appointments should be arranged outside of school hours. Where this is not possible, it is not usually expected that a full day's absence will be required and children should attend school before/after the appointment. Where there are regular absences due to illness and or for absences of 5 days or more, medical evidence may be requested.

We know that sometimes children are too unwell to attend school. However medical advice is clear that children with mild illness will often be well enough to attend school- for example if they have a cough or cold **without** a temperature. The NHS guidance <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> is designed to support parents in their decision making about mild illness.

### **What you can do to help your child achieve their potential**

- Ensure your child attends school every day
- Ensure your child arrives on time
- Talk to your child's Class Teacher if there are any problems that may affect attendance

### **Our Attendance Policy**

For further information please see our Attendance Policy which is available on the school website.

## **The People to contact about Absence and Attendance**

Should you wish to discuss your child's attendance, you should make contact with the Headteacher –Mr Peet Tel 01509 216177

E-mail: [parents@outwoods.bepschools.org](mailto:parents@outwoods.bepschools.org)

Please refer to the school's attendance policy for further information.

## **Your child's attendance summary**

You can view your child's attendance in Arbor or contact the school Office  
Tel: 01509 216177

E-mail: [parents@outwoods.bepschools.org](mailto:parents@outwoods.bepschools.org)

## The Impact of Attendance:

Attendance Level		Number of days absence per year	Impact
100%	Excellent	0	No Learning Lost
96-99%	Good	2-8	Best chance of good progress & attainment
90-95%	Concern	10-19	Gaps in learning which will have a negative impact on attainment and progress.
80%-89%	Cause for concern-action needed	21-38	Large gaps in learning which will impact progress & attainment significantly
Less than 80%	Significant Concern	More than 38	Significant lack of progress that may be difficult to reverse

There are 175 non-school days for family time, holidays, visits and appointments



Children who miss 10% of school consistently will lose a year of their education over a 10 year period (before they start their GCSE's)



Children with 90% attendance miss the equivalent of half a day a week (or 4 weeks in total).



Children who regularly miss school may experience low levels of confidence and difficulty in making and maintaining friendships. Their life chances and general wellbeing may be affected.

