



Knights Enham Schools Attendance Newsletter March 2024

We would like to introduce our Attendance Team:



Ms Hardy
Welfare/ Attendance Officer



Mrs Doran
Attendance Assist Infants



Miss Trace
Attendance Assist Juniors

Welcome to our first attendance newsletter. Our whole school attendance target is **96%**. This target is based on the government expectations for school attendance. At Knights Enham Schools we know the impact regular attendance has on your child's learning and well-being; and that having good attendance is directly linked to raising achievement and develops skills for life and work. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore we ask that parents/ careers support the school by ensuring that your child attends school **every day and arrives ready to learn and on time.**

By law, all children of compulsory school age must receive a suitable full-time education. You as the parent or carer, are legally responsible for making sure your children attend on a regular basis.

The Department for Education (DfE) provide information for schools as to what is acceptable and what is not with regards to absence. Examples of reasons that would **not** be accepted:

- A birthday
- A shopping trip/day trips
- Brother or sister is ill so all children in the family stay off school
- Not having uniform ready to wear or can't find shoes/coat etc
- A holiday in term time

If your child does not attend school on a regular basis, you may be **fined or prosecuted in court.**

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Persistent absence is defined by the Government as attendance below 90%. If a child's attendance drops below 90% this could lead to them becoming a safeguarding concern and also result in the authority taking legal action.



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Guide for Absence reporting

If your child is going to be absent you must contact school between 8:30 am and no later than 9:30am to let us know the reason why. (01264 352151 (Inf) or 01264 394777 (Jnr) If no message is received the following procedure will be followed.

- Day 1 – Phone call home, if no answer a home visit carried out by the Welfare Team
- Day 2/3 – Home visit, carried out by The Welfare Team
- Day 5 – Follow up home visit, carried out by The Welfare Team
- Day 10 – Attendance officer welfare check

We have a duty of care to ensure your child's safety as well as their regular school attendance. If your child's attendance is below 92% Medical evidence may be requested (appointment card, medication, prescription etc. as outlined in our Attendance Policy).

Punctuality Matters!

We are very proud of the way that our pupils come into school in the morning. Almost all our pupils arrive on time. This is very important and encourages habits of good timekeeping and stops classroom disruptions.

- Pupils are expected to arrive at school on time and ready to learn.
- A pupil who arrives late after the register has closed will be marked as late. If they arrive after 9:30am they will be marked as (U) which counts as an unauthorised absence.

Lateness means missed learning!

Minutes late per day	Number of days of learning lost over a year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days
30 minutes	20.7 days