

Bedford Drive Primary School

Attendance Matters

2021/22

Booklet for Parents / Carers



'Attend Today,
Achieve Tomorrow'

Introduction

At Bedford Drive Primary School, we believe that every child has a right to a good education. To achieve this, we need to work with you and your child by, first, ensuring that your child attends school. Without your child in school we cannot fulfil the requirements of the Early Years Foundation Stage or National Curriculum.

We are required, by law, to record the attendance of every child on role and to show who is absent or late. Figures for attendance and for authorised absence and unauthorised absence have to be sent to Wirral Borough Council (Local Authority) and the Department for Education (UK Government).

At Bedford Drive Primary School, registration times are 8:30am for F1, and 9:00am for Years F2 – Y6. After lunchtime the register is taken again for the afternoon session at 12:15pm F1 and from 12.30pm onwards for F2- Y6.

Poor attendance (and punctuality) not only impacts on a child's progress and achievement but also on their self-esteem and well-being. The habit of being a regular, punctual attender at school will stand your child in good stead for the future, particularly in the world of work.

Absence from School

Regular attendance is a parental responsibility. If your child is unable to attend school for any reason, please call the office on 0151 645 1561 or email the school at schooloffice@bedforddrive.wirral.sch.uk to report their absence. Please do this before 9.30am on the first day of the absence.

If we do not hear from you then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence. If we still have not been able to ascertain where your child is then school staff or the ESW may make a home visit to ensure the safety of the child/children.

If we are still unable to get a response by the end of the school day, then this may be reported to the police as a safeguarding concern.

Whenever possible, please make non-urgent dental and medical appointments after the school day or in holidays.

Punctuality

It is better to be late than not to arrive at all. However, when children arrive late it can make things difficult for everyone. The teacher has to stop and ensure a newcomer is up-to-speed and settle them in, therefore the rest of the class is disrupted. The latecomer misses the first part of the lesson and will miss out on important learning. Children also feel uncomfortable and embarrassed by being late, which can impact their well-being and their approach to learning.

Holidays

The Headteacher may only give permission for holidays during term time in extremely exceptional circumstances. Parents wishing to take leave of absence in school term time should make an appointment to see a member of staff. This will enable a proper two-way discussion of the advantages and disadvantages, and also enable the Headteacher to make a considered decision about whether to authorise the absence or not. Each application will be looked at on its own merits. Once the meeting has

taken place we will ask for a leave of absence form to be completed. This should be submitted before arrangements are made. Where parents/carers have given 'illness' as a reason for absence and then it becomes clear that a holiday was taken (e.g. good tan, foreign dialing tone etc.) a fine may be incurred for unauthorised absence: £60 per parent per child if paid within 21 days & £120 per parent per child if paid between 22 & 28 days. Parents who fail to pay Fixed Penalty Notices may be prosecuted in court.

Reluctance to go to School

If your child feels anxious about going to school, please let us know so we can help. Take any worries your child has seriously but try not to make them worse by seeming worried about them yourself. Take the line "We will sort this out because everyone has to go to school". Don't give in and let your child stay at home. It is always better to send them in and have a quiet word with the teacher, parent support adviser or with our office staff. Try to talk about school in a positive way by asking questions like "What was good about school today?" Be sympathetic but firm about going to school. Speak to a member of staff any time you are concerned about your child. You can still be prosecuted for non-attendance of your child.

Attendance Information

School year = 190 days plus 5 days Teacher Training Days.

Minimum expected attendance is 97%. Any child with attendance below 90% is classed as persistently absent.

The table below helps to illustrate the impact of poor attendance

Percentage Attendance	Number of school days missed	Average number of lessons missed
95%	1 week & 4.5 days	58
90%	3 weeks & 4 days	76
85%	5 weeks & 3.5 days	114
80%	7 weeks & 3 days (Over 1/2 a term)	152
75%	9 weeks & 2.5 days	190
70%	11 weeks & 2 days (One term missed!)	228

Escalation of Intervention

At Bedford Drive the minimum expected attendance is 97%. Once your child's absence falls below this we will begin our escalation of intervention processes and procedures.

97% and above	Attendance at school expectation
96% to 95%	Class teacher will invite you in to discuss any support you may need to get attendance back up to 97%
94% - 91%	School attendance team will invite you in to discuss how to improve attendance and action plan put in place
90% and below Your child is now classed as a persistent absentee This level of absence is detrimental to your child's learning and life chances.	Education Social Welfare Team will work with you to improve attendance, this involves attending Parent Panels and planning actions to improve your child's attendance. If this does not improve then Fixed Penalty notices will be issued.