



Regular and punctual attendance is vitally important in raising achievement and developing the potential of our pupils.

Home and school must work together to ensure that children feel safe and secure about coming to school and know the routines clearly.

How you can help us:

- Try to make medical appointments after school or in the holidays.
- Support the school's Attendance Policy and guidance
- Make sure your child has what they need for school each day
- Telephone us when your child is ill on the first morning of absence before 9.00am on 01709 512203 or 01709 512202
- Send in a letter when your child returns to school explaining the reason for absence
- Bring them and collect them on time each day

**The world is run by those who turn up.**

Attending school every day = 100%

Attending 4 ½ days a week = 90% = 4 weeks missed per year

Attending 4 days a week=80% = more than half a term missed per year or 2 full years missed over the course of their school career.

Attending 3 ½ days each week = 70% attendance = more than a quarter of the school year missed.

An average attendance of 80% or less across a child's school career adds up to missing a whole 2 years from school

**Being late for school reduces learning time. Do you know how much learning children miss out on?**

Minutes late per day	Equal days' worth of
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



**EAST DENE  
PRIMARY  
SCHOOL**



**Attending  
School  
Information for  
parents  
2019 - 2020**



The complete Attendance Policy is available from school - just ask in the office if you would like to read it in full. It is also on the school website.

How we can help you:

- By encouraging regular and punctual attendance.
- By ensuring the school has a consistent approach to arrangements, procedures and routines.

Our school Attendance Policy aims to be clear about:

- Parents' responsibilities
- What constitutes an authorised or unauthorised absence.
- The start and end times of the day.
- What to do if your child is ill or you want to go on holiday during term time.
- When penalty notices will be used.



Children don't enjoy being late to school or being left at the end of the day waiting for their parents.



## REQUESTS FOR ABSENCE

School Policy is based on guidance from the Department for Education.

Schools **cannot** authorise holidays in term time. The headteacher can authorise absence for 'exceptional circumstances' only; in authorising absence, the headteacher will look at requests on a case by case basis.

Parents must fill in a 'request for absence' form for consideration by the headteacher; this is available from the school office or the parents' download section of the school website.

### MONITORING ABSENCE

School monitors children's attendance each term and works closely with parents to ensure attendance is as high as possible. We always inform parents if attendance falls below 92%.

Early Help can support the school and families when/if they need help.

Remember:

Absence in term time disrupts your child's learning



## DAILY ROUTINES

Your child should arrive between **8.45am** and **9.00am**; when they arrive they will go straight to their classroom.

The registers are taken at **9.00am** and **12.45pm** (Foundation and KS1);

At **9.00am** and **1.35pm** (for KS2) daily.

The bell goes at **9.00am**, when children must be in school so that

registration can start promptly. Children are marked as late if they arrive after **9.00am**; children are classed as late.

School finishes at **3.00pm** for Foundation children and **3.15pm** for KS1 and KS2 children.

East Dene Primary School

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