Every single day a child is absent from school means a day of lost learning that needs to be caught up.

90% attendance equates to your child missing half a school day each week, or nearly 4 school weeks!

Holidays

In each academic year there are 190 statutory school days.

Please take family holidays outside of term time to avoid lost learning. If you do intend to take a holiday in term time a leave of absence form must be completed and returned to school. Holidays during term time are unauthorised and only approved by the school in exceptional circumstances.

Unauthorised holidays may result in a Local Authority fine, details of which are outlined in our school policy.

What can you do to help?

- Establish good routines to prepare your child for school each day.
- Make sure your child attends regularly and on time.
- Arrange appointments outside of school hours. Medical evidence MUST be provided.
- Always contact school if your child is absent.
- Take family holidays outside of term time.
- Reinforce positives by praising achievements.
- Discuss any issues with the school.

At Richard Avenue Primary School good attendance is celebrated and shared with children and families in our weekly Friday Flyer. This positively reinforces standards whilst also raising awareness of the importance of good attendance within the school community.

Richard Avenue Primary School

Attendance and Punctuality

Tel: 0191 500 7990

Text: 0191 580 0377

Email: contact@richardavenue.co.uk

Attending school is very important.

Attendance is monitored daily at Richard Avenue Primary School.

You MUST contact the school every day that your child is absent, by 9.30am.

The school will follow up with you if we have not received a reason for absence.

The Law:

It is your responsibility, as a parent or carer, to ensure your child attends school every day and on time. You could be breaking the law if you do not ensure your child attends school unless there is a valid reason.

Persistent Absence:

If your child's attendance falls to 90% or below this is considered as Persistent Absence (PA). School will follow attendance procedures for unauthorised absences which may result in a referral to the Local Authority.

All pupils have an attendance target of 96%

Attendance Policy

At Richard Avenue, attendance is monitored closely and you will be informed of any concerns through letter, phone call or home visit .

Continued absences may result in any absences being unauthorised without supporting medical evidence.

Further continued unauthorised absence will result in Attendance Support Plans being implemented and eventual referral to the Local Authority.

Punctuality

School gates open at 8.45am,

School begins at 9.00am.

If you arrive late you must go to the office and sign your child into school with a reason for lateness. They will receive an L code.

If you arrive after 9.30am, the registers will be closed and your child will receive a U code (unauthorised absence).

Both L and U codes are monitored as learning is impacted by late arrival at school.

Medical Appointments

We encourage these to be made outside of school hours. Where this is not possible evidence must be shown at the office for this to be authorised (M code)

