



**Bagshot Infant School,
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PLEASE TAKE TIME TO READ THIS NEWSLETTER – IMPORTANT INFORMATION

All children are required by the Government to attain a percentage attendance of **95%** or higher and as a school we monitor this very closely on a weekly basis. Attendance that falls below 90% is called **Persistent Absence**

At Bagshot Infant School we achieved **94%** attendance for the academic year 2016-17 and are aiming to improve this to at least **95%** this year. Can **YOU** help us to achieve this?



Children are in school 190 school days per academic year				
Children are at home for 175 Non-School days per academic year (inc. weekends & holidays)				
% attendance during one school year	Equates to days / weeks absent (approx.)	Number of lessons missed (approx.)	Concerns of the School	Next Steps
95-100%	0-10 days / 0-2 weeks absence		No concerns	N/A
93- 95%	10-12 days / 2 weeks + absence	60-72 lessons missed	Internal Monitoring of attendance	N/A
90– 93%	12-19 days / 3-4 weeks + absence	72-96 lessons missed	Patterns of absence forming	Monitor weekly
90% and below	At 19 days or 4 weeks absence	120 + lessons missed	Persistent Absence	If no improvement, referral to Educational Welfare Team

Running late?

Punctuality at school has a huge impact on your child's learning. Coming into the classroom after everyone else has settled down to work can be embarrassing and unsettling. They also miss the time when the lesson plan is set out for the class. Obviously there are times when lateness is unavoidable - a puncture on the way to school? We've all been there! But if you are running more than 15 minutes late for school, please call the school office so that we are able to let the class teacher know to expect your child.

Did you know: If your child is late after registration more than 10 times in a half term, we can refer you for a Fixed Penalty Notice.

Absence through Illness

We understand and appreciate that children can become ill and that it is not always easy to decide whether to send them into school or keep them at home, so to help you with this decision we have devised a useful reference guide

RED – STAY AT HOME

Sickness and Diarrhoea – 48 hours must have elapsed before a child can return to school from the last episode.

High Temperature over 37.5°

Rashes – this can be the first sign of a serious illness – check with your GP.

Amber – SEEK ADVICE Headache, Feeling Sick, Tummy Ache

Children often feel unwell if they are anxious, so if in doubt please send them in and contact the school for advice. We will always contact you if your child does not improve.

GREEN – COME TO SCHOOL

**Cough, Cold, Sore Throat,
Feeling Tired**

We will always contact you if your child is ill during the school day.

If your child is too ill to attend school, please contact the absence line everyday before 9.00am with full details of your child's illness/symptoms. If sufficient information is not provided we may contact you for further details.

Medical Appointments - we do request that where possible, routine medical appointments are arranged outside school hours as these appointments will affect your child's % attendance. If you are not able to arrange the appointments at this time, we will require copies of all medical documentation.

Absence during term time & Fixed Penalty Notices

Absence will not be authorised during term time except in rare and exceptional circumstances. It is very important that all parents and carers understand that children with unauthorised absences, including holidays, unexplained absences and unauthorised illness, are at risk of receiving a Fixed Penalty Notice from Surrey County Council. If you need to request absence from learning, please complete the Leave Request Form which can be collected from the school office, and return to the school office.

Independence

Did you know that part of our strategy to encourage independence and good, lifelong learning behaviours starts on the playground in the morning? The reason we ask parents and carers to say goodbye to their child on the playground is all part of this strategy. It not only ensures a calm start to the days learning but also builds up your child's independence in a simple, but safe way.

Please support our efforts and say goodbye on the playground.

If you need to speak to the class teacher, regarding a more in depth matter, please wait until the end of the day. If it is more urgent please make an appointment via the school office.

Further information and advice

Our attendance policy can be found on our school website.

Our Education Welfare Officer is regularly in school and is always happy to meet with parents to discuss any concerns and give advice on strategies for ensuring good attendance.