



OVERMONNOW PRIMARY SCHOOL

Every Child Matters, Every Moment Counts

Headteacher: Mrs J Child

Rockfield Road, Trefynwy, NP5 5BA

E-mail: overmonnowprimary@monmouthshire.gov.uk

Attendance is important



What does "**Good Attendance**" mean?

Ways for parents to encourage attendance

- Find out regularly the level of your child's attendance;
- Talk with your child about school and how they feel about it;
- Phone the school as soon as possible to tell them why your child is absent, and when you expect them to return; the number is: 01600 713458

Hints and Tips

- Putting the school number into your phone can save you time.
- Follow school policy when alerting school of your child's absence;
- Only allow your child to miss school for genuine illness;
- Avoid taking holidays in school time.

Remember, always PRAISE good attendance

What the law says

All children of compulsory school age (between 5 and 16) must receive a suitable full-time education. As a parent you are responsible for making sure this happens. You have a vital role to ensure and encourage regular attendance at school.

You are the key person who will make a difference

If your child fails to attend school regularly – even if they miss school without you knowing - the Local Authority may take action.

What about authorised absences?

There may be times when your child is ill, and this is to be expected. They may also need to go to the doctor or the dentist, but these appointments should be made OUTSIDE school hours whenever possible. However, if this is unavoidable, proof of appointments will be required. If you collect your child early from school for an appointment, please ensure you sign the sign in/out register in the school office.

What about holidays?

The school will consider any application for leave of absence; parents and carers must apply in advance for permission for their child to have leave of absence. Forms to request a leave of absence can be obtained from the school, either in paper copy from the school office or from the school website. Holidays are not authorised by the head teacher unless there are exceptional circumstances. These must be discussed on an individual basis. Holiday consent forms must provide at least one week notice and be agreed by the headteacher.

Lateness

Please ensure that your child arrives at school on time. Pupils who arrive late for school disrupt lessons and miss an important part of the school day. Persistent lateness after the register has closed is classed as unauthorised absence; cases of persistent lateness will be referred to the EWS.

What happens if my child does not attend school regularly?

The Attendance lead will meet with you to discuss the reason for your child not attending school. If attendance continues to be a problem, school may refer to the Education Welfare Service.

The Education Welfare Service

The Education Welfare Service (EWS) is a specialist support service, which works in partnership with other agencies to provide a range of services for children and their families, as well as carrying out statutory functions.

An Education Welfare Officer (EWO) may visit or write to you to discuss the reason for your child not attending school. Prosecution proceedings may be started and parents can be fined up to £2,500 and in some circumstances, Magistrates can also sentence a parent to a period of imprisonment, for failing to ensure that their child attends school regularly

School procedures

- School begins at 8:50 a.m.
- Staff are on duty from 8:50am [Please note due to health and safety reasons children MUST NOT enter the school or classroom before this time]
- Registration begins at 8:50am promptly and closes at 9:10am [Children must be marked late after 9:10am and parents/guardians MUST sign the late register in reception]
- If your child is too ill to attend school please inform the school by 9:00am, either by phoning the office or sending the class teacher a dojo.

We understand that the best place for an unwell child is at home.

Please be aware, your child will be marked as an 'unauthorised' absence if we are not notified or absent without valid reason. 10 unauthorised sessions can result in prosecution.

Most pupils and parents think 90% attendance is good. Are they right?

90% attendance = ½ a day missed every week

90% attendance over 5 years of school = ½ a school year missed

Attendance (End of year)	Days Lost (By end of year)
100%	0
97%	5
96%	8
95%	10
94%	12
93%	14
92%	19
91%	18
90%	19
87%	24
85%	28
80%	39

Please **help** us and your child by ensuring their attendance remains above **95%**, allowing them to **achieve** their potential

If your child's attendance falls below 95% [**AMBER ALERT**], at the end of each half term a letter or text will be sent home with your child. If there is no improvement, you will be invited to discuss any concerns.

If your child's attendance falls below 90% [**RED ALERT**], the school education welfare officer will be informed and may contact you directly.

If your child's attendance falls below 80%, this may result in prosecution.

Please note:

School closure due to circumstances beyond our control [inclement weather, heating problems etc] does not affect your child's attendance, please do not hesitate to contact us directly.

We are always here to help.