



INFORMATION FOR PARENTS

ATTENDANCE

Snaith Primary School
Bourn Mill Balk Road
Snaith
Goole
DN14 9RE
Tel: (01405) 860452

e-mail: snaith.primary@eastriding.gov.uk

Website: snaithprimary.org.uk

Absence from school in Exceptional Circumstance

Any special circumstance for absence other than illness/medical requires parents to complete and submit an 'Absence from School for Exceptional Circumstances' form. Examples of what constitutes as special circumstance can be found on the school website and is considered on an individual basis.

All term time holidays are unauthorised but still require the form completing as above. Term time holidays are likely to incur a penalty notice and charge if holiday absence is 5 days or more.

Further information with regard to absence from school can be found on the school website. www.snaithprimary.org.uk

Persistent Lateness

In addition to absence, being late to school can also impact on children's learning, achievement and welfare. As soon as children enter school, from 8:55am learning tasks begin. Children who are late can often feel like they are missing out when they see their peers have been registered and have already begun their day. As with absence, persistent lateness can impact on attainment.

By the end of the school year this means -

Minutes late per day	Number of hours over a school year	Number of days over a school year
5 minutes	15.8 hours	2.4 days
10 minutes	31.6 hours	4.8 days
15 minutes	47.5 hours	7.3 days
20 minutes	63.3 hours	9.7 days
30 minutes	95 hours	14.6 days

We hope you find this information useful and thank you for the wonderful support that you give.



By the end of the school year this means –

You have attended everyday
100% No missing any lessons

99% attendance = 1.9 days missing of school
98% attendance = 3.8 days missing of school
96% attendance = 7.6 days missing of school

95% attendance = 9.5 days missing of school
92% attendance = 15.2 days missing of school

90% attendance = 19 days missing of school.
Below 90% your child has missed over 4 weeks of school!

85% attendance = 28.5 days of school. This is over 5.5 weeks of school missed!

School Attendance

We are always striving to help children reach their maximum potential in school and we do value your help as parents and carers in ensuring children are in school every day.

We hope our chart opposite also helps you to understand how the percentages, over the course of a school year, translate into actual number of days lost.

Obviously, we understand that childhood illnesses can't be avoided and sometimes rest is necessary. If your child is ill, please contact school every morning of their absence.

If your child is feeling "under the weather" we are happy to administer prescribed medication, Calpol Melts or sachets (not bottles) when required. Medicines must be signed in at the school office (not kept in your child's bag). If your child is off for longer than 5 days, you will be asked to provide medical evidence.

Medical Appointments

If your child needs time off for a medical appointment, where possible please try to arrange these outside of school hours. However, we do recognise this is not always possible. If your child has an appointment during school time the school office will require a copy of the appointment card or the appointment letter.

Absences for other reasons will only be authorised where parents can show exceptional circumstances exist (please ask the office if you are unsure what these are).

The schools Attendance and Medical Policies can be found on the school website. www.snaithprimary.org.uk

We are very happy to support any parents and children who may be having a problem with their attendance, so please do keep us informed of any issues you may have.

100% attendance is recognised termly (rather than accumulatively) and certificates given. Special certificates and book tokens are presented to children who have achieved 100% attendance for the whole school year at the end of the year.