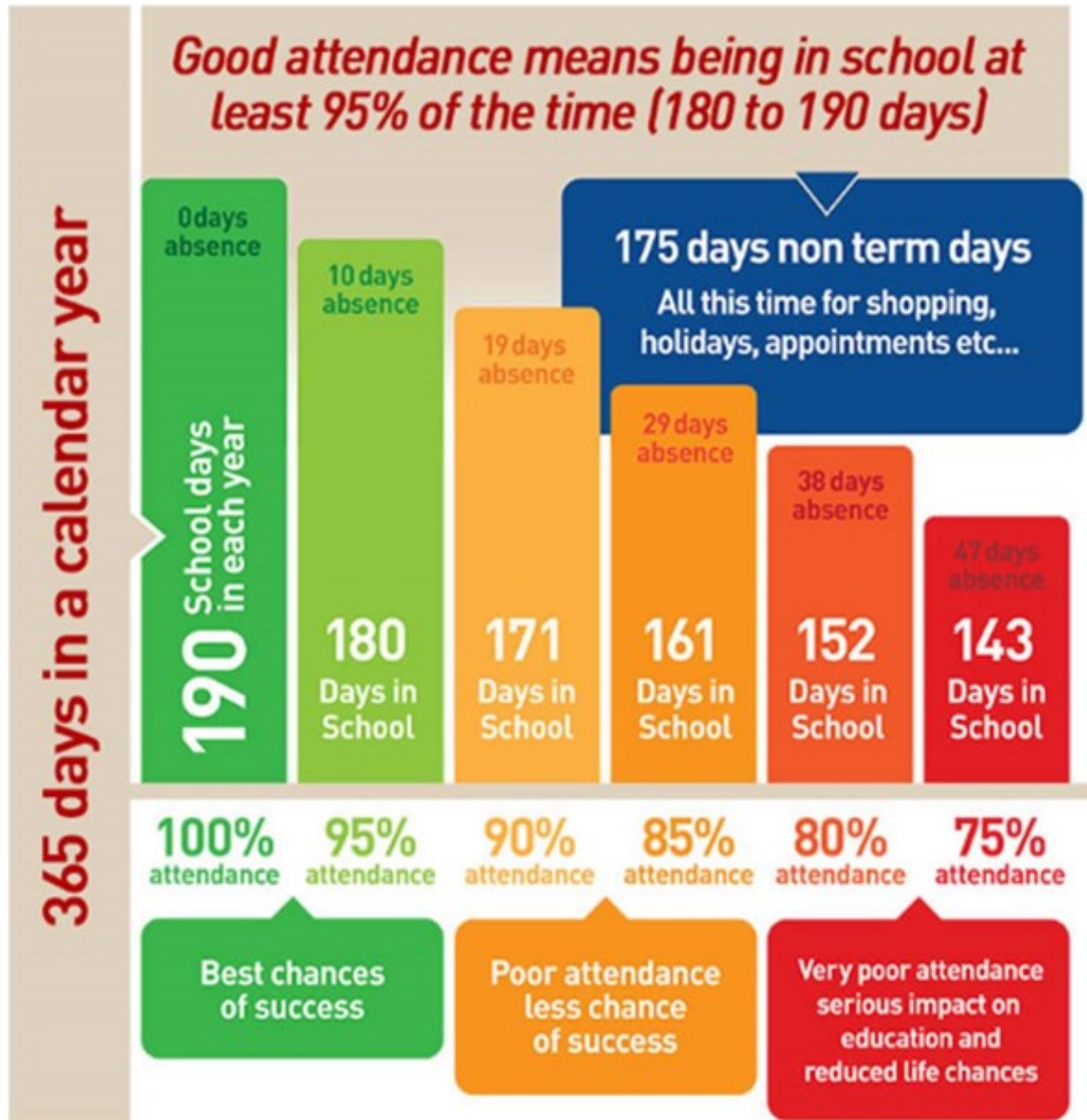




Berkeley Primary School



Attendance Matters



At Parent Consultations you will have received a print out of your child's attendance so far this academic year (please ask the office if you haven't received it). Remember, at this time of year due to the smaller number of school days, each missed day is worth a higher percentage, so only a few days absence can have a big impact on the overall percentage. However having odd days off throughout the year will add up and impact on your child's attendance and learning.

Every Child • Every Chance • Every Day

HOLIDAYS DURING TERM TIME

I would like to take this opportunity to remind you that the current law does not give parents any entitlement to take their children out of school for a holiday during term time. All parents will be fined (even in split families as both have parental responsibility to ensure your child comes to school).

PERSISTENT ABSENTEE

A pupil is defined by the Government as a 'Persistent absentee' when they miss **10% or more of schooling across the school year for any reason**. If your child's attendance falls to this level, you may be invited into school, so that together, we can explore ways to improve attendance.

DfE Guidance summary table of responsibilities for school attendance Sept 2022 is on the following pages.

All pupils

Parents are expected to:	Schools are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.
Only request leave of absence in exceptional circumstances and do so in advance.	Accurately complete admission and attendance registers.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.

Pupils at risk of becoming Persistently absent

Parents are expected to:	Schools are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify pupils at risk of poor attendance. Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.

Persistently absent pupils

Parents are expected to:	Schools are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through statutory children's social care. Work with other schools in the local area, such as schools previously attended and the schools of any siblings.

Severely absent pupils

Parents are expected to:	Schools are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continued support as for persistently absent pupils and: Agree a joint approach for all severely absent pupils with the local authority.



REMEMBER: SCHOOL NOW BEGINS AT 8:45AM. If you are 15 minutes late each day, you will have missed 2 full weeks of school in one year!