

Sandbrook Community Primary School



Important Information for Parents and Carers: Attendance and Punctuality

The Importance of Punctuality and Attendance

Everybody at Sandbrook is committed to ensuring that each of our children gets the best possible start to life. Our aim is to make your child's school life a happy and enjoyable experience. One way we can do this is through ensuring regular school attendance. Evidence shows that children who attend school regularly are more successful, not only in school, but in all areas of life.

We hope that you will continue to support us in improving our school attendance by making sure the children are here every day and learning.

Did you know...

for every day of school missed by a pupil, their attendance reduces by 0.5%?

So if your child has an attendance rate of 95%, they have missed 10 days of school, 90% means they have missed 20 days of school and if they have an attendance rate of 85%, which is deemed as 'persistently absent', they will have missed 6 weeks of school which is roughly half a term!

Days Absent (by end of year)	Equal to Absence %	Overall Attendance % (by end of year)
1	0.5%	99.5%
5	2.5%	97.5%
10	5	95%
20	10%	90%
30	15%	85%

Holidays in Term Time

Your children only attend school for 190 days out of 365. This leaves 175 days for holidays. Please book your holidays during these 175 days of school holidays. If you do take your child on holiday during term time, then you will be at risk of receiving a Fixed Term Penalty Notice.



Authorisation can only be given in 'exceptional circumstances' e.g. a parent working in the armed forces and only on leave during school time and at the discretion of the Head teacher. It is vital that a form requesting the holiday be completed. If you take your child out of school without informing us, they may be reported as a 'Missing Child' to the Safeguarding Team.



Illness

We know that illness is unavoidable and to be expected. However, it is very important to inform the school on the first day of absence, with the reason either by phone (01706 647743), by letter, by email absence@sandbrook.rochdale.sch.uk or in person at the school office. If your child has been sick or had diarrhoea, then they must be out of school for 48 hours after their last bout of illness.

If your child is ill for longer than three days, it is recommended that they see a doctor. Please be prepared to show school an appointment card as proof of visit. Without this, if your child is off for a week or more and school suspect you have taken your child on holiday, it will be marked as an unauthorised absence. (Family Liaison and Education Welfare Officers will undertake home visits, if it is suspected that a family are actually on holiday to check the child is at home ill and not fit for school).

Click on the link for the Public Health 'Guidance on Infectious Diseases' that the school must follow regarding any other illnesses presenting in school. This gives advice to avoid spreading infections and how long your child needs to be out of school if an infectious disease is diagnosed.

Punctuality - Before and After School.

The school gates open at 8:30am so that everyone can be in the playground before the bell goes at 8:45am. Staff will open classroom doors at 8:45am to welcome the children into school. The school register will open at 8:55am. Children are expected to be ready for lessons at this time.

If you arrive after this time, you must report to the main office. You will then need to sign your child in. This will record the time you arrive and the reason for later arrival.

This system is in place only to support you all when something unavoidable has delayed you - it is not for regular habits of arriving late to school.



Children who arrive after 8:55am will be marked down as late (L). Pupils who arrive after 9:15am will receive a (U). This is an unauthorised absence.

Lateness is monitored by the Attendance Officers and Education Welfare Officer who may take action if children are persistently arriving a few minutes late. Lateness is just as serious as non-attendance and could also lead to a Fixed Penalty Notice. The start of the school day is an important time for children to develop their social skills with their peers, as well as preparing them for their learning.

Did you know....

being 15 minutes late each day is the same as missing two weeks of school over the year!



School finishes at 3.15pm and children need to be collected on time. The school recommends that all children in Year 4 and below are accompanied by an adult on the way to school and that Year 5 and 6 children only travel without an adult if the parent is fully satisfied that it is safe for them to do so. And the relevant paperwork has been completed.

If you are unavoidably detained and will be late collecting, **PLEASE LET SCHOOL KNOW**. If this is a one off situation, we will always try to help.