

Get your child to school on time every day.

There is a link between good school attendance and high level attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/carers are legally responsible for ensuring their child attends school on time every day.

their future is in your hands...

Attendance and punctuality are closely monitored at Beechwood Primary School. It is an expectation of the school that pupils will arrive on time and be ready to learn. Lateness and punctuality are monitored daily.

If your child does not attend school regularly, the Local Authority can take action against any parent/carer. This can be through fines or a summons to the Magistrates Court. By law, Principals cannot grant any leave of absence to pupils during term time unless there are exceptional circumstances. **Exceptional Circumstances are defined by the DfE to mean very rare, unusual or unforeseeable circumstances.** Penalty notices will be issued by the local authority for each pupil absent from school for the following reasons:

-5 consecutive days of term time leave. Penalty notice fines will be issued for term time leave of 5 or more consecutive days.

-10 sessions of unauthorised absence in a 10-week period. Penalty notices will be considered when there have been 10 sessions of unauthorised absence in a 10-week period. Please note that there are 2 sessions with a school day.

If your child's attendance becomes a concern, you will be asked to come into school to discuss this matter with Mrs Ileana Ticala (Attendance Officer)

What is an authorised absence?

- Your child is too ill to attend school (proof of illness from your doctor may be required);
- An unavoidable medical appointment;
- An agreed leave of absence (Note: A leave of absence form needs to be completed prior to absence)

Please make medical appointments outside of school hours. If this is not possible, your child should attend school around the appointment time. Medical evidence will be required for ALL appointments during school hours.

How close to 100% is your child?

0 Days off school	100%	PERFECTION!
2 Days off school	99%	Excellent
5 Days off school	97%	Good
10 Days off school	95%	Slight Concern
20 Days off school	90%	Concerned
30 Days off school	85%	Very Concerned!

What is an unauthorised absence?

- A family holiday.
- Sleeping in or staying home for deliveries.
- Staying off school because a sibling or parent is unwell.
- Taking the day off because it is your birthday.
- Any other similar reasons.

When does the attendance become a concern?

- If your child's attendance falls below 95%, school will send you a letter and attendance will then be monitored closely. When you receive the letter, you are welcome to contact school to discuss this matter.
- If your child's attendance falls below 90%, referrals will be made to Seacroft & Manston Cluster.



Nursery Attendance



Nursery

education is a very important part of your child's development. It is vital that children develop regular attendance habits at an early age. Regular attendance is needed in order for your child to acquire and develop essential skills, establish good routines, increase their confidence and promotes social skills. It also prepares them for full time school. Please be aware that regular attendance at nursery is expected or your child's place may be at risk.



School contact details:

Beechwood Primary School
Kentmere Avenue
Seacroft Leeds LS14 6QB
www.beechwoodprimaryschool.co.uk
Telephone 0113 2930250
Email—office@beechwoodprimaryschool.co.uk

Why is attendance important?

- We care about your child's education.
- Poor attendance will have a negative effect on your child's learning.
- We want our children to make the most of their experiences in school.



What do I do if my child is unwell?

- Please ring the school **EACH DAY** your child is ill.
 - If you have not contacted the school, we will ring you prior to 9.30am.
 - If we are unable to get in touch, school staff or the Education Welfare Officer may visit your home.
- If your child is unwell and you are unsure as to whether your child should stay off school, the NHS have a brilliant website for determining whether children should be kept off school.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If you would like support or advice regarding your child's attendance, please contact school and arrange a meeting with the Attendance Officer (Mrs Ileana Ticala).

Every School Day Counts!

It is a Parent/Carer's responsibility to ensure their child comes to school every day.

Reporting absences

Please contact the office on the

morning of the absence on -

0113 2930250

leave a message on the absence line



Option 1

Parents/ carers can contact school in the other following ways:

- School app or in person at the School Office
- Email—office@beechwoodprimaryschool.co.uk

Parents/ carers must keep in touch every day if their child cannot return to the school, unless the school has agreed otherwise.

Please note that if a reason is not provided your child will automatically be issued with an unauthorised absence mark.

There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



Attendance is everyone's business

At Beechwood Primary School we strive to ensure that all children receive the best possible education, and each child reaches their full potential. To achieve this, it is vital your child attends school every day on time. Regular school attendance is the key in enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can make a positive contribution to their community.

School Opening & Closing Times

8:45 - 11:45 - Nursery AM

12:15 - 3:15- Nursery PM

8:40 -3:10 -Year 1 Class 3, Year 4 Class 9 & 10, Year 6 Class 13 & 14

8:45 -3:15 - Reception Class 1 & 2, Year 1 Class 4, Year 2 Class 5 & 6, Year 3 Class 7 & 8, Year 5 Class 11 & 12

Let's work together to ensure all our children are in school every day!