



Coupals Primary Academy

Attendance information for parents:

The most important thing to us is that your child learns and makes progress. We also wish to ensure that they are happy in school and achieve their potential. The best way to achieve this is regular attendance at school.

The Law states that all school age children (between 5 & 16) must attend school. Parents are responsible for making sure their child attends school regularly and the Local Authority may take legal action if you fail to do this.

Attendance Percentages:

- GREEN 100% - 95% Excellent attendance which will have a positive impact on your child's education
- RED 90% & below Serious cause for concern which will have a detrimental impact on your child's education.

Attendance percentage	Number of sessions missed	Equivalent number of days missed	Equivalent number of weeks missed	Equivalent number of lessons missed
100%	0	0	0	0
95%	19	9 ½	2	48
90%	38	19	4	95
85%	57	28 ½	6	143
80%	76	38	8	190
75%	95	47 ½	9 ½	238
70%	114	57	11 ½	285

Why good attendance matters:

Students whose attendance is good: (96%- 100%)

- Sustain friendships
- Understand lessons better
- Achieve better results
- Get higher paid jobs

When can I keep my child away from school?

The School can only authorise an absence in the following circumstances:

- Genuine illness – supported by medical evidence
- A family crisis, (i.e. if someone in the family dies)
- Religious observance

If your child is feeling under the weather (e.g. a cold) we encourage parents to send them in. Should they become too ill to be in school we will send them home.

These reasons for being absent are NOT ACCEPTABLE:

- Shopping
- Oversleeping
- Having a birthday
- Looking after younger siblings

How does poor attendance impact on pupils' achievement?

17 days of school missed = 1 GCSE grade dropped (on average)

17 school days missed = 91.1% attendance for the year

34 school days missed = 82.1% attendance for the year

Holidays:

A 2-week holiday means you can't get more than 94.7% attendance that year, and you miss 50 lessons... That's a lot to catch up on!

No holidays will be authorised during term time except for in exceptional circumstances. This must be discussed with the Head teacher.

Punctuality:

Missing 15 minutes of school every day adds up to 9 whole days throughout the year! You'll also miss instructions, news and information, as well as disturbing others in the class.

What must parents do if their child is absent?

- Telephone the school on 01440 763933 to report an absence. There is an answer phone on which parents can leave a message should there be no answer.
- Please state your child's full name, class and reason for absence.

What will the school do if a child is absent?

- A text message will be sent to parents when a child is absent but no message has been received.
- The school office will phone parents throughout the day until the pupils' absence is explained.

What does unsatisfactory attendance mean?

- Attending 90% of the time or less. This amount of attendance will have a significant impact on pupils' learning.
- 90% is the equivalent to having one day off per fortnight.
- Planned absence during term time:

As a school we do not authorise holidays during term time unless there are "exceptional circumstances". This will only be granted by the Headteacher if school have had prior notice in writing. We follow Government Policy because of the clear links between attendance and attainment. N.B. Any Unauthorised Absence may lead to a penalty notice.