

A new chapter in your child's life.....

Starting a new school is a new and exciting time for both you and your child. You may feel sad and be worried that your child will be unhappy, will not make friends, or will not enjoy schoolwork, but it's worth remembering that most children love school and go on to make the most of their education. **Here at Stannington Infant School we want every child to enjoy school and to reach their full potential. Having good school attendance plays an important part of this.**

Why is attendance important?



REGULAR ATTENDANCE

Regular attendance means your child can make the most of their education, improving their chances in adult life. School will also help your child's social skills, such as making and keeping friendships.



POOR ATTENDANCE

Irregular or poor attendance at school leads to pupils underachieving and underperforming in their learning. As well as academically, it can also affect them socially and emotionally.

Helping them to settle in.....



Get your child into good morning and bedtime routines, so that settling into school life is as easy as possible.



Make sure everything is ready for them in the morning, so there is no worry about lunches, uniform, homework or being late.



Introduce your child to SAM and talk to them about the importance of attending school and being on time.



Talk to your child regularly about how things are at school. If you have any concerns, speak to their class teacher or a member of staff who will be happy to help.

Punctuality – school starts at 9.00am

Lateness has a strong negative effect on children's learning. Children may go into the classroom with an adult at 8.50am and can only be left if a class teacher is present. Families who arrive late to school must let the school office know. Parents of children who are persistently late for school may be asked to meet with school staff.

Absence during Term Time

Holidays and 'days off' are not permitted during term time. Children should not be absent from school for any of the following: -

- ⊖ To go on holiday
- ⊖ To go on a day trip
- ⊖ To go shopping
- ⊖ To celebrate their own or a family member's birthday
- ⊖ Because a sibling is ill

Medical appointments should be arranged outside of school.



EVERY DAY
COUNTS

1 DAY ABSENT
PER WEEK

=

ONE HALF TERM
OF LOST
LEARNING!

Illness and Medical Appointments

There are many minor ailments which children do not need to miss school for. Don't keep your child at home 'just in case' when they could be learning in class. School will always contact you if your child needs to go home early. Prescribed medication can also be administered in school.

If your child needs to attend a medical appointment, these must be made outside of school hours. If this is not possible, the amount of school time missed must be kept to a minimum. **All medical appointments need to be evidenced in order to be authorised by school.** An authorised absence pass, which gives permission for your child to be out of school during the day, can be obtained from the office upon sight of the medical appointment (please obtain this on the day of the appointment if possible).

Holidays in Term Time



Holidays in term time are **not** permitted and will **not** be authorized by school, unless there are exceptional circumstances. Parents who choose to take a holiday in term time **must inform school** and are at risk of receiving a Fixed Penalty Notice from the Local Authority.

Reporting Absence

If your child is too ill to attend school, you must inform school **on each day** that they need to be absent. You will be asked about the nature of the illness, and when you expect them to return to school.

What happens if I don't contact the school?

A member of staff will get in touch, either by text or a phone call.

What will school do if my child's attendance is low?

Once your child has a school place, parents are legally responsible for ensuring that your child attends regularly.

If your child's attendance is low, you may be contacted and asked to meet with school staff. Depending on the level of attendance and the circumstance for absence, school will work with families to improve the situation. In certain instances we may make a referral to the Multi Agency Support Team (MAST) at Sheffield City Council to ask for support with attendance concerns. If attendance fails to improve, parents could face prosecution.

How will I know what my child's attendance is?



School will inform you of your child's attendance levels by sending home registration certificates at the end of each term. An attendance newsletter will be published each term which will keep you up to date with attendance related issues.

We're here to help.....

School can offer support and give advice to you and your child on any aspect of school.

Our contact details are:

Telephone: 01142344401

E-Mail enquiries@stannington.sheffield.sch.uk