

Did you know?

The Department of Education recommends that Primary School pupils should have an attendance of at least 90%.

An attendance rate of 90% is the equivalent of being absent for **one half-day every week**.

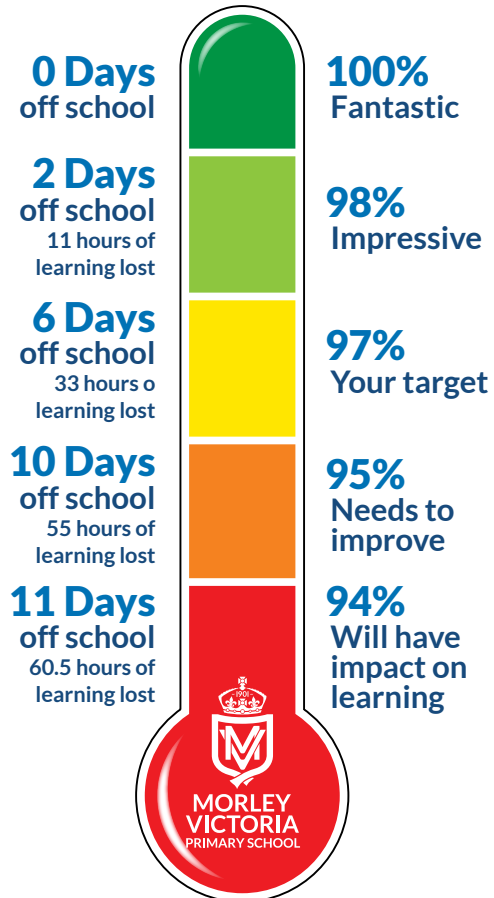
90% attendance is the equivalent to missing **four whole weeks** in the school year.

Continued 90% attendance over the five years in high school is the equivalent of missing **one half of a school year**.

Research suggests that 17 days absence over a school year causes the loss of one GCSE grade.

10 minutes late each day over 13 years at school means half a school year will be missed.

Attendance Matters



Attend to Achieve



**MORLEY VICTORIA
PRIMARY SCHOOL**

Attendance Matters

Attendance & Punctuality

Please let the school know on each day of absence using the attendance email: attendance@morleyvictoria.org.uk or phone. For current advice and guidance on school attendance, please see the school website or contact our attendance team.

If your child is absent you need to telephone **BEFORE 9:00am** on EACH DAY of absence.

If you do not contact the school you will receive a text message, an email, a telephone call or a home visit.

A home visit may be done prior to 3 days if we are seeing frequent absence.

If your child's attendance falls below 90% then you will receive a text/email informing you of this and then be spoken to about how this can be improved.

Attendance meetings will be arranged in school where we are seeing no improvement.

Truancy will be monitored closely and may lead to Fixed Penalty Notices and a fine of **£60**.

Panel meetings will be carried out for those families where we are concerned about their attendance and punctuality. Punctuality is monitored for each session of the school day. We have a staged approach to dealing with late marks.

Home visits will be done for any absence over 3 days, if we have no reason for absence given or attendance concerns.

We ask where possible for routine appointments to be arranged out of school time.

It is vital for your child's education that they attend school every day. Please take your holidays during the 13 weeks that school is closed. Thank you.

Holidays will not be authorised in term-time and may be subject to a fine.

Examples of unauthorised absence

The following excuses for missing school will be coded as an **unauthorised absence**:

- Taking the rest of the day off before or after a medical appointment
- Where the school is not satisfied with an explanation given
- Being late after registration closes at 9.15am
- Birthdays
- Shopping
- Sleeping in
- Bad weather
- Haircuts
- Too much sun
- No Leave of Absence form completed prior to travel
- No explanation given
- No proof of medical appointment
- Holidays
- No contact



Examples of authorised absence

Missing school for the following reasons may be coded as an **authorised absence**:

- Genuine Illness
- Religious festival
- Bereavement (Headteacher's discretion)
- Medical appointment - Proof required



If you are not sure, contact the school on 0113 253 5253 and ask to talk to the Attendance Team – Miss Northfield or Mrs Chadwick.