

## Cause for Concern

If your child's attendance falls below 95% then one or more of the following could occur:

1. Regular contact from the school
2. Parent Family Support Advisor involvement.
3. School liaison with the Education Welfare Officer and their possible involvement.
4. Follow up attendance meeting for parents, pupil, Head and Education Welfare Officer.
5. Possible legal action if there is no improvement.

**LATE TO SCHOOL  
LATE TO LESSONS  
LATE TO WORK  
STOP THIS HABIT NOW BEFORE  
IT SERIOUSLY DAMAGES YOUR  
OPPORTUNITIES IN LIFE**

Any parent who has concerns over their child's attendance should speak to the Headteacher.

Charlton Mackrell Church of England Primary School: 01458 223329

Email:

[office@charltonmackrell.somerset.sch.uk](mailto:office@charltonmackrell.somerset.sch.uk)

## What We are Doing to Support Attendance

At Charlton Mackrell, all staff understand how important attendance is and encourage a positive ethos regarding attendance for all pupils. Individual attendance is monitored closely.

Following a pupil's absence we will support every individual in catching up on any missed work. Should a pupil have a long term or recurring illness work will be sent home.

Those students whose attendance falls below 90% and fall into the **CONCERN** band will be referred to the Education Welfare Officer.

### Parent Family Support Advisor (PFSA)

The Huish CLP has a dedicated Parent Family Support Advisor, Mrs N Buckler. Her role is to work in partnership with families and the school helping every child to be as successful as possible.



Charlton Mackrell Church of England School  
Bonfire Lane  
Charlton Mackrell  
Somerton  
Somerset TA11 7BN



## ATTENDANCE AT SCHOOL IS A PRIORITY

### Guidelines for Parents and Students

*Welcome to Charlton Mackrell  
Church of England Primary School*

*Part of the  
Huish Community Learning Partnership*

Our school is a member of the Huish Community Learning Partnership. This is a group of local schools who work together to inspire every individual to be a better citizen than they ever thought possible.

This leaflet is designed to inform you about our attendance policy. Please take a moment to read it through it.

## Why does attendance matter?

### The Importance of Good Attendance.

Research shows that there is a direct link between good attendance and achievement in school. Poor attendance can have a direct effect on a student's attainment and their future life chances.

For example, 90% attendance might sound quite acceptable but what that means in reality is.....

- On average half a day's school missed every week. (Would an employer think this is an acceptable rate of attendance?)
- This would also mean in one year 4 whole weeks of schooling missed.
- In 5 years it would mean half of a school year missed.

Habits of poor attendance and lateness in school are often repeated in working life.

**It is the responsibility of parents or guardians to contact the school as early as possible on the first day of absence. If a pupil is absent for more than one day the school must have a written note of explanation.**

## Categories of Attendance

Attendance is reviewed regularly and pupils fall into one of the categories below:

	100% Excellent
	98.0% Very Good
	Below 95% CONCERN 1st letter
	Below 90% Serious CONCERN Education Welfare Officer involvement

If a pupil's attendance falls below 90% there may also be a referral made to the Parent and Family Support Advisor. If a pupil has more than 10 unauthorised sessions of absence in a year legal action may be considered.

### Two Major Issues Affecting Attendance TERM TIME/MEDICAL ABSENCE

There are only 190 school days in a year and 175 non-school days.

#### Term Time Absence

Taking your son/daughter out of school for two weeks (10 days) will reduce attendance to 94% before any account is taken of days off for illness or other circumstances.

Pupils who are taken out of school for holidays may never catch up on work missed. As much learning is built on previous learning this can have a significant detrimental effect to their progress.

The law says that parents do not have the right to take their children out of school for holidays during term time.

Charlton Mackrell School will only authorise term time leave in **EXCEPTIONAL** circumstances.

If the school refuses a request for term time leave and the pupil is still taken out of school this is recorded as an **UNAUTHORISED** absence. A Warning Penalty Notice can be issued in this instance.

#### Medical

We as a school have to satisfy ourselves that absences are genuine but we would not expect any parent to send their child to school if they are genuinely ill. Long term or recurring medical absence needs to be supported by a Doctor's note.