

## Appointments

Whenever possible all non emergency medical and dental appointments should be made outside of the school day. We appreciate that this is not always possible especially for hospital appointments, however we do ask that you bring proof of all appointments for our records. We also request that if your child needs to attend an appointment during the school day that they come into school as normal and be picked up and dropped off as soon as they are finished. If your child's attendance is below 90% then medical appointments or illness will not be authorised without medical evidence.

**We strongly value the links between school and home and appreciate your support in helping your children achieve good attendance.**

**As a school we celebrate good and improved attendance individually, as a class and as whole school throughout the year.**

**If you would like to discuss your child's attendance then please contact the school attendance officer, Mrs Swann on 0151 477 8950.**

**EVERY** day  
counts  
attendance matters



# Yew Tree Primary Academy

## Attendance Information



At Yew Tree we want all our pupils to reach their potential. To get the best out of school and all it has to offer, children need to come to school every day and be on time.

### Attendance Matters

- ◆ Regular attendance at school is vital to help children achieve and get the best possible start in life.
- ◆ Research shows there are strong links between regular school attendance and academic attainment.
- ◆ Children who attend school regularly build stronger friendships with their peers and feel part of the school community.

## Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
190 DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR	10 days absence 180 DAYS OF EDUCATION	19 days absence 171 DAYS OF EDUCATION	29 days absence A term missed 161 DAYS OF EDUCATION	38 days absence 152 DAYS OF EDUCATION	47 days absence 143 DAYS OF EDUCATION
100%	95%	90%	85%	80%	75%
<b>Good</b> Best chance of success Gets your child off to a flying start		<b>Worrying</b> Less chance of success. Makes it harder to make progress		<b>Serious Concern</b> Not fair on your child. Court action!	

While we aim for all children to be in school and on time everyday, we appreciate this is not always possible.

Our school target for attendance is **96%**.

This means that even if your child is absent for up to 7.5 days throughout the school year then they can still achieve the minimum 96% or more attendance. If your child is unable to attend school then parents/ carers must contact the school immediately. In the absence of any contact the school is required to complete a first response home visit.

### Holidays From School

Taking children out of school for holidays can have a negative impact on their education. At Yew Tree we do not authorise any term time holidays unless there is exceptional circumstances. We work closely with the School Attendance Service (SAS) and unauthorised holidays during term time as well as irregular attendance may result in a penalty notice being issued.

**Children whose attendance falls below 90% are recognised as being Persistent Absentees (PA).**

**Their attendance will be monitored closely and may result in the School Attendance Service becoming involved. Please let Mrs Swann know if there is any way we can support you or your child getting to school .**

### Our school day at Yew Tree

Every school day has two sessions which means two registration marks, **9am** and **1pm**.

We have a Soft Start to our school day, so school gates open at **8.45am** and close at **9am**.

Children arriving between **9 –9.15am** will be marked as late (L).

Children arriving after **9.15am** will be marked as late after registration (U) and will lose their morning session mark which will affect their overall attendance.

**Getting to school on time everyday is important not just academically but it also helps your child start their day positively.**

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 Minutes	3.4 Days
10 Minutes	6.9 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

### Illness

While we understand that children will get sick we want parents/carers to ensure they are too ill to attend school before keeping them at home. Minor illnesses like colds, headaches and coughs do not always mean the child needs to stay home. If your child feels unwell in the morning but begins to feel better throughout the day then please bring them into school as they will still receive their afternoon mark and not miss out on school unnecessarily.