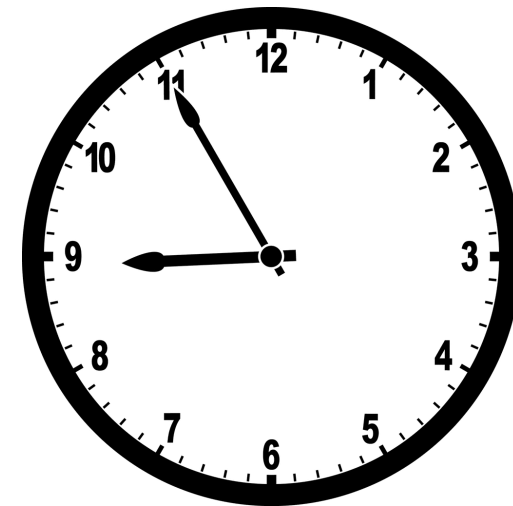




Torridon Primary School

# Attendance



# and Punctuality

A parent and carer guide



## Torridon Primary School



### AUTUMN TERM 2024

INSET DAYS	Monday 2 <sup>nd</sup> and Tuesday 3 <sup>rd</sup> September 2024
First Day of Autumn Term	Wednesday 4 <sup>th</sup> September 2024
HALF TERM HOLIDAY	Monday 28 <sup>th</sup> - Friday 1 <sup>st</sup> November 2024
INSET DAY	Friday 22 <sup>nd</sup> November 2024
Last Day of Autumn Term	Friday 20 <sup>th</sup> December 2024
CHRISTMAS HOLIDAY	Monday 23 <sup>rd</sup> December 2024 – Friday 3 <sup>rd</sup> January 2025

### SPRING TERM 2025

First Day of Spring Term	Monday 6 <sup>th</sup> January 2025
INSET DAY	Friday 17 <sup>th</sup> January 2025
HALF TERM HOLIDAY	Monday 17 <sup>th</sup> - Friday 21 <sup>st</sup> February 2025
Last Day of Spring Term	Friday 4 <sup>th</sup> April 2025
EASTER HOLIDAY	Monday 7 <sup>th</sup> – Monday 21 <sup>st</sup> April 2025

### SUMMER TERM 2025

First Day of Summer Term	Tuesday 22 <sup>nd</sup> April 2025
BANK HOLIDAY	Monday 5 <sup>th</sup> May 2025
HALF TERM HOLIDAY	Monday 26 <sup>th</sup> May – Friday 30 <sup>th</sup> May 2025
INSET DAY	Friday 20 <sup>th</sup> June 2025
Last Day of Summer Term	Tuesday 22 <sup>nd</sup> July 2025
Children do not come to school on INSET Days	



### Term Time Holidays

- Taking children on holiday or out of school during term time is against the law.
- The school is not allowed to authorise absence during term time, unless there are exceptional reasons (this does NOT include sickness of a family member).
- Taking unauthorised holidays could result in a penalty notice from the local authority.

It is extremely important that children attend school every day to enable them to make progress and achieve. Just one day's absence can mean that children find it difficult to keep up with their learning for the rest of the week or longer. Our attendance target is **97%**, and we work extremely hard to ensure that we meet that target. We work closely with families where children are persistently absent to try to support them to improve their child's attendance. The local authority attendance officer visits the school regularly to monitor attendance and punctuality.

If your child's attendance is...



97%+	Well done and keep it up!
95-97%	We shall write to you and monitor your child's attendance closely.
90-95%	We shall write to you and let you know that we now require medical evidence for all instances of absence due to sickness. If attendance does not improve, a member of the senior team will meet with you to discuss your child's attendance.
Below 90%	This is classed as <b>persistent absence</b> . You will be referred to the local authority attendance officer for a meeting.

#### Persistent Absence

If a child is attending for less than 90% of the time, this is classed as persistent absence. This means that a child is missing, on average, almost one day every two weeks of his/her education. This will have a significant impact on his/her ability to achieve and often leads to anxiety about catching up. We also find that children who are frequently absent from school have difficulties with friendships.

#### Punctuality

The school gates open at 8.45am and close at 8.55am. All children should be in their classroom ready to start the day at 9.00am. Any child arriving after **9.05am** will be recorded as late.

#### What if my child is ill?

- Coughs and sneezes are not an excuse to stay at home.
- Being ill may prevent your child from going to school, but if he/she can get out of bed and play or watch television, he/she should be at school!



#### Reporting Absence

If your child is absent from school, you need to let us know. You can do this by:

- Ringing or emailing the school office.
- Reporting your child's absence in person at the school office. If absences are prolonged and without medical authorisation, parents or carers may face court proceedings.



#### Medical Appointments

We request that all medical appointments are made outside of school hours. If you have to take your child to an appointment, this needs to be authorised by the headteacher. You will need provide evidence of the appointment (for example, a letter or text message etc.).



#### Is it really serious if your child is not in school?

Yes! Look at this example:

Ahmed has 90% attendance. Sounds good, doesn't it? But is it?

90% attendance = ½ day missed every week

90% attendance = 4 whole weeks of lessons missed every year. That's 100 hours of learning!

Ahmed will fall behind in his learning. Not being at school can seriously damage a child's learning!



We want to support you to get your child to attend school regularly.

If you have any concerns about your child's attendance, please speak to Shai or Richard.

