

## If your child is absent from school due to:

### Illness

- Please contact the school office before **8.30am** on the first day of your child's absence leaving their name, class and reason for absence.
- Messages may be left by telephone (option 1 for our absence line), sent by email to the school office or given in person.
- Repeat this for every day your child is absent thereafter, unless it has been agreed that a call every day isn't needed. This could be for conditions such as diarrhoea and vomiting, for which the advice is to stay away from school for 48 hours after the last bout, or following NHS advice for other medical conditions.
- If we have not received a message from a parent by **9.00am** we will call the telephone numbers we have on our system in priority order until contact is made.

### Medical Appointments

Whenever possible appointments should be made either outside of school hours or within school holidays. If this is unavoidable please contact the school office with as much notice as possible with the appointment details.

### Planned Absence

Please complete a Leave of Absence form available from the school office or on the school website.

## Do they really need to miss this day?

### Punctuality is important!

Children hate being late for school. We have many support strategies in place to enable every child to be in school on time.

### Doors close at 8.55am

- Morning registration closes at 8.55am
- Afternoon registration is at 1.00pm

### How does attendance impact upon attainment?

- 90% attendance in a year means over **100 lessons** have been missed.
- **Absent from school means absent from learning.**

**If you have any concerns about your child's attendance, please come in and talk to us.**

### School-based Support:

Mrs Rosie Brennan  
Family Support Worker  
r.brennan@eb-pri.northants.sch.uk

**Self-belief Honesty Respect  
Excellence Kindness**

## An Attendance Guide for Parents, Carers & Children



**EARLS BARTON  
PRIMARY SCHOOL**

**Tel: 01604 810371**

**Email: [schooloffice@eb-pri.northants.sch.uk](mailto:schooloffice@eb-pri.northants.sch.uk)**

**100% - 96% Green**

**90% - 95% Amber**

**below 90% Red**



<b>Excellent</b>	<p align="center"><b>Your attendance is above 98%</b> (Absences fewer than 5 days in the year) You have the best chance of success in your learning at school.</p>
<b>Good</b>	<p align="center"><b>Your attendance is between 96 and 98%</b> (absences fewer than 8 days in the year) Your attendance is good and you must continue to attend school every day to ensure you achieve your best.</p>
<b>Satisfactory</b>	<p align="center"><b>Your attendance is 95%</b> (absence fewer than 10 days in the year) Your attendance is starting to cause concern. You must work hard to improve it by not missing anymore days this year. You will have support from your class teacher to ensure you don't fall behind.</p>
<b>Unsatisfactory</b> <i>Below the national government threshold</i>	<p align="center"><b>Your attendance is between 90 and 95%</b> (you have missed 18 school days in the year) You have missed a lot of school. It might be difficult for you to achieve your best. You must work hard to come to school every day for the rest of the school year.</p>
<b>Concern</b> <i>Persistent Absentee</i>	<p align="center"><b>Your attendance is between 85 and 90%</b> (missing over 19 school days per year) You are missing so much school that it will be difficult for you to keep up with your lessons and work. Your teacher will give you extra support to help you catch up.</p>
<b>Serious Concern</b> <i>Persistent absentee</i>	<p align="center"><b>Your attendance is below 85%</b> Your absence is stopping you from achieving your best in school. There will be a lot of catching up to ensure you can achieve your best. If you have more days off this year, your learning will be affected.</p>

### Reasons for absence?

**Unauthorised**

- Looking after younger siblings or other relatives
- Staying at home for deliveries/workmen
- Shopping
- Having a birthday
- Oversleeping

**Authorised**

- Genuine illness resulting in unavoidable absence
- Religious observance
- Close family bereavement

**An absence will only be deemed authorised once you have received confirmation from the school.**

### Why is good attendance important?

**Students may:**

- Keep up with the good work
- Understand the lessons
- Get better qualifications
- Have good friendships
- Expect to get higher wages

### What can happen with poor attendance?

**Students may:**

- Lose friends
- Be more likely to get into criminal activities as they get older
- Cause court action for their parents
- Not understand lessons
- Fall behind with work
- Achieve less