

FISHBURN PRIMARY ATTENDANCE MATTERS

2022 - 2023 (October 2022)

We need your co-operation in some key areas.....

The importance of attendance and punctuality

Dear Parent / Carer

It is very important that your child is on time for school to maximise their learning. As a reminder our school doors open as follows:-

Nursery AM - from 8.40 am until 8.50 am

Nursery PM - from 12.25 pm until 12.30 pm

Reception - from 8.40 am until 8.50 am

KS1—from 8.45 am until 8.55 am

KS2 - from 8.50 am until 9.00 am

All our children need to be in class and ready to learn before the school doors close. If you arrive after the doors have closed, please bring your child to the school office.

To report your child's absence from school, please call the school on 01740 620 162 or email the school fishburn@durhamlearning.net before 9.00 am.

Our aim is for all children to achieve 100 % attendance at school. Children who achieve 100 % attendance at school are considered to have excellent attendance, over 97 % good attendance, 97 % is satisfactory attendance and under 97 % is unsatisfactory attendance.

Any child whose absence falls below 90 % is classed as a "Persistently Absent Child" and their attendance will be monitored, parents / carers may be asked to come into school to discuss their child's attendance to see what support can be put in place in order to improve attendance.



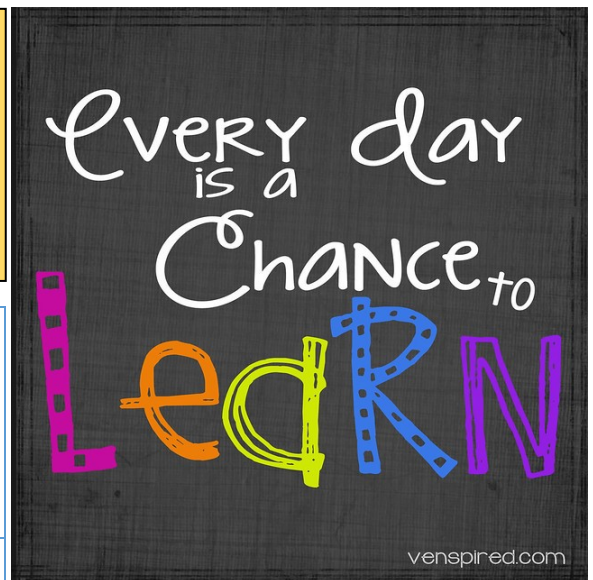
How does absence affect attendance?

Days Absent	Weeks Absent	% Attendance
5	1 week	97.5 %
10	2 weeks	94.5 %
15	3 weeks	92.5 %

What if my child is ill?

Children are ill on occasions and when this is the case, we accept that being at home is the best place for them to be. Children can't help being ill and as a school we all want our children to be well and healthy and able to learn happily and confidently when they are here.

RED—STAY AT HOME	more than 1 episode of sickness or diarrhoea — can return to school 48 hours after their last bout of illness. 1 episode only of sickness or diarrhoea — can return to school the next day.
AMBER—TAKE ADVICE	a child with a minor headache does not usually need to be kept off school. If the headache is more severe, or is accompanied by other symptoms such as a raised temperature or drowsiness, consult with your GP.
GREEN— COME TO SCHOOL	coughs, colds, sore throats, feeling tired, feeling under the weather etc. We will contact you if your child becomes ill during the school day.



If you have any concerns or questions please do not hesitate to contact the school we are here to support and help you.

How does punctuality affect attendance?	
Minutes late each day	School days lost over academic year
5 mins	3.5 days
10 mins	1 week
15 mins	2 weeks
20 mins	3 weeks
30 mins	4 weeks

Lateness affects learning

It is very disruptive to the class, class teacher and the child in that:

- the late child will have missed key learning time (phonics, number work) and may feel uncomfortable.
- the teacher will be disturbed having started teaching the lesson.

Ways in which I can improve my child's attendance and punctuality

- Schedule all non-urgent medical appointments (ie GP, dental, optical) out of school hours and during school holidays.
- Set a consistent, regular bedtime and morning routine.
- Prepare clothes and pack school bags the night before.
- Don't let your child stay home unless they are too unwell to attend school. If you are unsure of the recommended period for children to be kept away from school for an illness, please call the school office on 01740 620162.
- If your child seems anxious about attending school, talk to their class teacher.
- Develop 'back-up plans' for getting to school in case of an emergency in the morning. Call on a family member, a neighbour or another parent / carer.