



Swalecliffe Community Primary School
Child first, pupil second

Attendance Information for Parents and Carers

Good attendance and prompt arrival at school are vital in helping your child to learn more effectively and feel more confident in school. We expect our children to be in school every school day.

Attendance Percentages

The school year is made up of 190 days

The following percentages give approximate equivalents of school days missed.

95% attendance = 10 days out of school

90% = 20 days

85% = 30 days

80% = 40 days

75% = 50 days

70% = 60 days



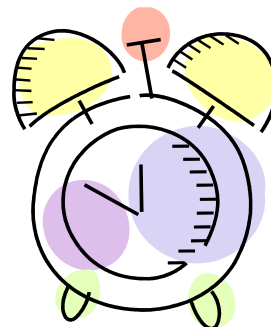
Every day your child is absent they miss learning opportunities and developing new skills. If your child is absent, please contact the school on the first day your child is going to be absent. The explanation for absence must come from a parent or carer. Please telephone, visit the office, or email the office office@swalecliffe.kent.sch.uk by **8.45 a.m.** on the first day to inform school of the absence. If we do not hear from you, we will send out a text. If the absence persists, please contact the school again.

What are acceptable reasons for absence?

- ◆ Covid
- ◆ Chicken pox
- ◆ Measles
- ◆ Sickness
- ◆ Diarrhoea
- ◆ Flu or heavy cold
- ◆ Other contagious diseases

Unacceptable reasons include:

- ◆ The alarm didn't go off
- ◆ School work is too hard
- ◆ School uniform is being washed
- ◆ The car wouldn't start
- ◆ Helping out at home
- ◆ Minor illnesses
- ◆ Day trips
- ◆ Birthday
- ◆ Brother or sister is unwell
- ◆ Family Holiday



The School Liaison Officer, who works for the Local Education Authority, monitors our registers of attendance and late arrivals with the school and letters are sent to families whose children have low attendance or several late arrivals. Referrals are made to the School Liaison Officer for persistent absentees.

Punctuality

Arriving at school on time helps your child to start the day positively; it leads to better achievement, helps your child to make and keep friends and sets positive patterns for the future. Being late may cause your child to be confused about the learning that has started in class, can be embarrassing for them, may lead to loss of confidence and disrupts the learning of others.

The Gates opens at 8.40 a.m. and close at 8.45 a.m., we recommend aiming to arrive just after 8.40 a.m. to avoid the rush and to ensure your child is on time as well.



If your child arrives after registration closes they are marked in the register as Late. Arrivals after this are recorded separately as “Late arrivals after registers have closed”. The School Liaison Officer checks this information termly.

Leave of Absence

Parents and carers do not have a legal right to take their child out of school for holidays and therefore in line with the DFE **holidays in term time will not be authorised**.

If you would like further information or advice about attendance, please talk to the Family Learning Teacher or contact the school office.