

# Attendance Matters

## How can you help?

- Know the school starting time and how long it takes for you to get your child to school.
- Have a regular routine for the start of each day. Make time for BREAKFAST as it helps children stay alert at school!
- Establish good routines the night before by helping your child get their clothes and equipment ready before they go to bed.
- Set a reasonable bedtime routine to help ensure your child has enough sleep.
- Ensure all dental or medical appointments are made out of school times.
- DO NOT take holidays in term time!
- If you are late please call the school to let us know as soon as possible.
- **If your child is ill, make sure you call the school as soon as possible on the first day of absence.**
- Attend our school breakfast club for a great start to the day.



## The School Day Timetable

### Reception and Key Stage 1

**8.55am: School Starts**  
**10.20am – 10.35am: Break**  
**12pm – 1.10pm: Lunch**  
**3.20pm: End of School**

### Key Stage 2

**8.55am: School Starts**  
**10.40am – 11am: Break**  
**12.10pm – 1.10pm: Lunch**  
**3.20pm: End of School**



Painters Ash  
Primary School

For further information and support  
please call  
Mrs Hooper  
Family Liaison Officer  
01474 568991



Painters Ash  
Primary School

## School Attendance

### Important Information for Parents, Carers & Pupils



## How we can help!

If you are having difficulties with your child and their attendance please contact our Family Liaison Officer, Mrs Hooper. We are able to offer support to assist you and your child and ultimately improve their attendance.

## Supporting families further

To support families further with attendance we are introducing a new system:

<b>100%-96%</b>	No Concern . Attendance expectation is above 96%.
<b>Level 1 96%-93%</b>	Pupils whose attendance is between 96%-93% will be closely monitored. Parents and guardians will receive a letter informing you of our concerns.
<b>Level 2 93%-90%</b>	Parents and Carers of pupils, whose attendance is between 93%-90 %, will receive letters raising our concerns asking for your immediate attention and offering support from Mrs Hooper, our Family Liaison Officer.
<b>Level 3 91% &amp; Below</b>	Pupils in upper KS2 whose attendance continues to fall below 91% will be asked to attend group attendance meetings to explore any issues and reasons for poor attendance. We will also discuss strategies and ways to help support attendance issues and explore ways to improve attendance.
<b>Level 4 90% &amp; Below</b>	Parents and Carers of pupils whose attendance has fallen below 90% and have not made any improvement, will be invited to a meeting with Mrs Hooper the school Family Liaison Officer to discuss reasons and explore strategies to improve attendance.  If attendance continues to fall, a further meeting will be arranged with Mrs Hooper and a KCC School Liaison Officer before considering an attendance service referral . This could lead to further legal action, court proceedings and prosecution.

## Incentives to help promote good attendance and punctuality



- **Daily stickers are given to each pupil whose class has 100% attendance**
- **Every Friday during the celebration assembly a cup is awarded to the class with the overall highest weekly attendance. The trophy is kept on display in the class until the following Friday.**
- **During the last assembly of each term every pupil who achieved 100% attendance will receive a small collectable reward. Every second, fourth and sixth term all pupils with 100% attendance will also receive a certificate.**
- **All pupils with 100% attendance at the end of each term will also receive an attendance hero token. All hero tokens are entered into a prize draw at the end of the school year. One pupil from each year group has an opportunity to win a prize of a Bluewater Voucher.**
- **At specific times during the year we will hold Attendance Challenge Days to help promote attendance and the importance of being in school. Pupils who attend school on the Challenge Days will receive either a day out discount voucher or a small prize in recognition for their efforts.**
- **Displays around the school will be clearly visible promoting the importance of attendance and celebrating 100% class attendance and the schools overall daily attendance percentage.**

## Remember Everyday Counts!

At Painters Ash we know that good attendance is the key to children achieving their personal best.

Attending school every day will help give our pupils the best possible start in life. Going to school every day means:

- Learning
- Making friends
- Building lasting relationships
- Taking part in exciting activities
- Building confidence & self esteem
- Achieving & exploring new experiences
- Developing awareness of other cultures, religions, ethnicity and gender differences
- Exploring the world around us

*“Good school attendance enables children to feel confident and happy about the work and activities that they participate in.”*

*“As a parent you can support your child to enjoy school life to the full by ensuring that they attend school every day and on time.”*

