

School Success Starts with Attendance.



Attending **every day** provides
the best possible platform to
make **meaningful choices**
about the **future**.

Welcome to our first Attendance Workshop!

What we will cover today:

- Why attendance matters
 - Attendance percentages explained
- Why arriving to school everyday on time is important
 - NHS Guidance
 - Term time leave
- How school can support with difficulties
 - Quiz
 - Questions



WHY DOES ATTENDANCE MATTER?

Every day in school is an opportunity to learn, grow and belong.



LEARNING

Every lesson counts

Regular attendance helps children keep up with their learning and build important skills.



FRIENDSHIPS

Be part of the class

Being in school helps children build friendships and feel connected.



PROGRESS

Small gaps can become bigger gaps

Missing lessons regularly can make it harder to keep up with new learning.



WELLBEING

Routine matters

Regular attendance provides a consistent routine and helps children feel settled.



FUTURE

Build positive habits

Good attendance helps children make the most of their education.

EVERY DAY MATTERS • Every lesson • Every friendship • Every opportunity

What Are the Downsides of Frequent Absence?

Frequent absence can affect more than just attendance.

LEARNING

- Missed teaching, explanations and key instructions
- Gaps in reading, writing and mathematics
- Difficulty remembering previously taught learning
- Increased workload when catching up

CONFIDENCE & WELLBEING

- Reduced confidence in learning
- Difficulty maintaining daily routines
- Feeling less connected to school

FRIENDSHIPS & EXPERIENCES

- Disruption to friendships and sense of belonging
- Missed enrichment, trips and wider school experiences

SUPPORT & SAFEGUARDING

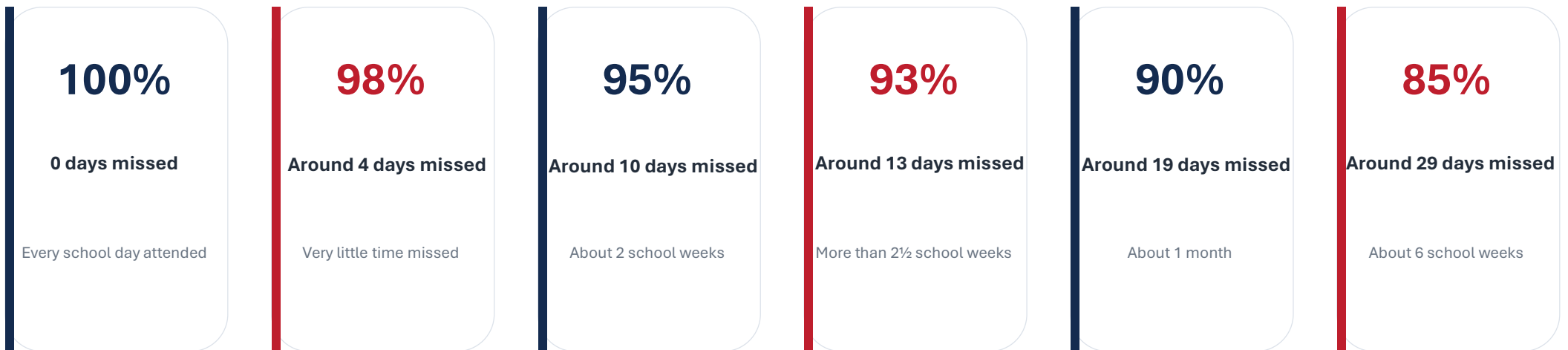
- Fewer opportunities for staff to notice emerging concerns
- Regular absence can make it harder to identify when a child may need additional support

IMPORTANT • Absence is sometimes a symptom of a problem — rather than the problem itself.

UNDERSTANDING ATTENDANCE PERCENTAGES

What does the percentage actually mean?

A few missed days can make a bigger difference than you might think.



EVERY DAY MATTERS

Attendance is a percentage — behind the number are real days and real learning opportunities.

What does 90% Attendance actually mean?

A percentage can hide the amount of learning missed...

A child with 90% attendance is absent for approximately:

- 1 day every 2 weeks
- around 19 days in a school year
- nearly 4 weeks of school

This is why the DfE does not regard 90% attendance as a good target.

Think in terms of days missed

95% attendance = approximately 10 days missed

90% attendance = approximately 19 days missed

85% attendance = approximately 29 days missed



Small amounts of absence can add up to a substantial amount of missed education



Did you know?

Year 6 pupils attending 95-100% of the time had 30% higher odds of reaching the expected standard in reading, writing and maths than similar pupils attending 90-95% of the time.

WHY DOES PUNCTUALITY MATTER?

Being on time helps children start the day ready to learn.

Arriving late can mean missing important learning, routines and opportunities to settle.



START READY

A calm start

Arriving on time helps children settle, organise themselves and begin the day confidently.



LEARNING

Don't miss the beginning

Important instructions, teaching and activities can happen right from the start of the day.



FRIENDSHIPS

Join in together

Late arrival can mean missing morning routines, conversations and time with classmates.



ROUTINES

Build good habits

Being punctual helps children develop routines and habits that support them throughout life.

EVERY MINUTE COUNTS

Regular lateness adds up — and repeated late arrivals can affect a child's overall attendance.

NHS Guidance

Please always refer to the NHS 'is my child too ill for school' guidance.

USUALLY OK TO COME TO SCHOOL

- Mild cold or runny nose
- Mild cough
- Mild sore throat

KEEP YOUR CHILD AT HOME IF THEY HAVE/ARE:

High temperature

Keep your child at home until their temperature is back to normal.

Vomiting or diarrhoea

Stay at home until **48 hours** after the last episode.

Too unwell for school

If your child is clearly too unwell to take part in normal school activities, they should stay at home.

IS MY CHILD TOO ILL FOR SCHOOL? NHS
Guidance for parents and carers
This advice is based on NHS guidance. Providing NHS services

Is your child well enough to take part in normal school activities?

NO
KEEP THEM AT HOME
Tell the school why.
Return when better.

YES
GO TO SCHOOL
Encourage good hand hygiene and healthy habits.

CHECK THE CONDITION BELOW

HIGH TEMPERATURE (FEVER) Keep them at home until the fever has gone.	EAR INFECTION • High fever or severe earache → Stay home. • Feeling well → School.
COLD, RUNNY NOSE, SORE THROAT OR MINOR COUGH • With a fever → Stay home until fever has gone. • No fever and otherwise well → School.	CONJUNCTIVITIS (SORE EYES) • Very unwell → Stay home. • Otherwise → School.
VOMITING OR DIARRHOEA Stay home. Return only after 48 hours with no vomiting or diarrhoea.	HAND, FOOT & MOUTH DISEASE • Well enough → School. • Feeling unwell → Stay home.
CHICKENPOX Stay home until ALL spots have crusted over (usually around 5 days).	COVID-19 SYMPTOMS • Fever or feels unwell → Stay home. • Mild symptoms only and feels well → School.
IMPETIGO Stay home until: • sores have healed/crusted over, OR • 48 hours after starting antibiotics.	COLD SORES School is usually OK. No need to stay off.
SCARLET FEVER Stay home. Return 24 hours after starting antibiotics.	HEAD LICE School is usually OK. Treat as advised.
MEASLES Stay home for at least 4 days after the rash appears. Seek GP advice.	THREADWORMS School is usually OK. Treat as advised.
RINGWORM (after treatment started) School is usually OK.	SLAPPED CHEEK SYNDROME (rash present) School is usually OK.

QUICK GUIDE: AT A GLANCE

Usually OK for school	Depends on how they feel	Keep at home
- Minor cold - Sore throat (no fever) - Cold sore - Head lice - Threadworms - Ringworm (once treatment started) - Slapped cheek syndrome (rash present)	- Ear infection - Conjunctivitis (if unwell) - Hand, foot & mouth disease - COVID-19 (if well with mild symptoms) - Anxiety (seek support if persistent)	- Fever - Vomiting/diarrhoea (48 hrs after last episode) - Chickenpox - Impetigo (until treated as above) - Scarlet fever (until 24 hrs antibiotics) - Measles

This guidance is general and not a substitute for professional medical advice. If you are worried about your child, contact your GP or NHS 111.

Last reviewed: May 2024
For more information visit www.nhs.uk

Edward Pauling
Primary School

Term-Time Leave

We understand that family circumstances can sometimes be difficult.



Children are expected to attend school **every day** during term time unless there are **exceptional circumstances**.

Leave may be considered for:



Serious family bereavement

(e.g. parent, step-parent, main carer or sibling)



Serious illness

affecting a parent, step-parent, sibling or main carer



Significant safeguarding or abuse situations

where time away may support recovery



Court attendance

where your child is required to attend court



Every request is considered individually by the Headteacher.

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When will leave not normally be authorised?

Term-time leave will not normally be authorised for:



Family holidays

Including weddings or visiting relatives.



Cheap flights or holiday deals

The cost or availability of flights does not make a holiday exceptional.



Medical treatment overseas

Where appropriate treatment can be accessed in the UK.



Holidays should be planned during the **school holidays**.

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Need to request leave?

Here's what to do

1



Plan ahead

Submit your request as early as possible — ideally at least **4 weeks** before the absence.

2



Complete the form

Collect a Term-Time Leave Request Form from the school office.

3



Provide evidence

Supporting evidence may be required.

4



Wait for a decision

The Headteacher will consider your individual circumstances.



Important

Unauthorised term-time leave will be referred to the **School Attendance Support Service (SASS)** once your child has returned to school.



Please see the Local Authority Term-Time Leave leaflets attached at the bottom of this page for further information.

How school can help:

- Attendance Team
- Family Support
- Early Help
- SEN support
- Breakfast Club
- Emotional wellbeing support

Questions?

ATTENDANCE QUIZ

How much do you know about attendance & punctuality?

Edward Pauling Primary School

Attendance Quiz — Question 1

What percentage is used at Edward Pauling Primary School as the threshold for persistent absence?

A 95%

B 93%

C 90%

D 85%

Attendance Quiz — Question 2

A child arriving after 9:00am may receive a U code because they have missed part of the morning session.

A True

B False

Attendance Quiz — Question 3

What time should children arrive at school to be ready for the start of the school day?

A 8:20–8:30am

B 8:40–8:50am

C 8:50–9:00am

D 9:00–9:10am

Attendance Quiz — Question 4

What can happen when a child has 5 or more late marks?

A Automatic penalty

B Removed from the register

C A meeting may be arranged

D Attendance is reset

Attendance Quiz — Question 5

Which can affect a child's overall attendance percentage? Select all that apply.

A

Authorised illness absence

B

Authorised medical appointment

C

Unauthorised absence

D

School holidays

Attendance Quiz — Question 6

If a child's attendance falls below 93%, the school may send an attendance warning letter.

A True

B False

Attendance Quiz — Question 7

Why does arriving late to school matter?

A Only if over 30 minutes late

B It can mean missed learning

C No impact before 9am

D It only affects lunchtime

Attendance Quiz — Question 8

If attendance is at or below 90% and concerns continue, what may happen?

A An attendance meeting and target

B Automatic loss of school place

C Monitoring stops

D Part-time attendance

Attendance Quiz — Question 9

Which actions can families take to support good attendance and punctuality? Select all that apply.



Arrive 8:40–8:50am



Contact school when absent



Arrange appointments outside school where possible



Wait several days to report absence

Attendance Quiz — Question 10

Regular late arrivals can contribute to attendance concerns because a child may repeatedly miss part of the school session.

A True

B False

How did you do?

YOUR SCORE

8–10

Fantastic! You know
your attendance
facts.

5–7

Great effort! There are
a few things to
remember.

0–4

Thanks for taking part!
Now you know more
about attendance.

Thank you for taking part in our attendance quiz!