



**RAYNVILLE
ACADEMY**



PARENT ATTENDANCE GUIDE



About this guide

This guide is designed to give you some key information to support your child(ren) with their attendance. Here at Raynville, we want all our children to attend school every day and enjoy doing it. Research shows that children with good attendance are more likely to be successful at school.

At Raynville we strongly believe that education is of vital importance to the development of every child. Having access to and receiving a good education is the best way to ensure that all children

achieve the best possible outcomes, empowering them to make positive choices in their future lives. We are a part of the Great Heights Multi-Academy Trust, and report to our Board of Governors and Trustees about our school attendance. We work closely with our partners at Bramley Cluster and Leeds City Council, and refer families to partner agencies for attendance support.

It is the responsibility of all schools, parents/carers and pupils to work in partnership to ensure that all children and young people receive an appropriate education, suitable to their needs.



Encouraging Good Attendance

The staff at Raynville strive to make every child feel safe and welcome in school. Children are at the centre of our school community, and we work hard to build good relationships with them and their families.

If a child is experiencing difficulties at home or at school then we have experienced staff across school to help them feel listened to, included and who are then able to get the help the child or family need.

Parents/Carers are regularly made aware of their child's attendance. At Parents' Consultations they receive a printed copy of their child's registration record, and again as part of their end of year report.

We use a traffic light system to colour code attendance data to parents, setting out what our expectations are and the level of concern their child may currently be reaching.



We have weekly assemblies to celebrate good and improving attendance and share information on our website. There are termly prizes available and annual rewards too.

Top Tips



Be ready

Get everything prepared the night before - uniform, packed lunch, PE kit, book bag etc. Leave it all set out ready to go. Don't forget the breakfast things!



Limit screen time

Don't allow TV or tablets in the morning until everybody is dressed and ready to go - if at all. Also consider limiting before bedtime.



Set alarms

Set alarm clocks five minutes earlier. You can also set multiple alarms to break the morning up - such as one to say when breakfast needs to be finished, one when you need to be leaving etc



Rest up

Having regular routines such as a set bedtime helps your child get a good night sleep and wake up feeling refreshed. Children need between 9-12 hours of sleep every night.



Just a cold?

Children get colds and headaches often but don't always need to miss a full day of school. Try encouraging them to drink lots, or if necessary give a suitable medication according to packet or GP instructions.



Reach out

If you are struggling, please speak to us. We are happy to help because we have your child's best interests at the heart of everything we do. We are here for you.

Our Attendance Team



Andrew Midgley
Principal



Jay-Jay Jagger
Assistant Principal



Adele Baranyi
Inclusion Assistant



Jo Briscoe
Pastoral & Inclusion
Officer: FS & KS1



Gill Kilner
Pastoral & Inclusion
Officer: KS2



Teresa McGrath
PIT team support



Adele Grant
Administrative Officer

Examples of authorised absence

- Personal illness
 - Medical / dental appointments, if they cannot be made outside of school time
 - Religious observance, within guidelines
 - Family funerals
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Examples of unauthorised absence

- Shopping / haircut in school hours
 - Sleeping in
 - Day off for anything other than illness
 - Holidays during school time
 - Any absence where school has not been contacted by phone, letter or in person
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Holidays, leave of absence and Local Authority fines:

Since September 2013 schools are not allowed to authorise any requests for children to be taken out of school for a holiday during term time.

Requests for absence can only be granted in exceptional circumstances and a holiday would not be considered exceptional.

Requests must be made to the school in advance, as the DFE insists schools cannot authorise any absences after they have been taken. A form is available from the school office for families to inform the Principal of any request of absence, and allows parents to explain in writing why they require their child to miss school.

Attendance is defined as:

Participation in a programme of educational activities arranged by the school, this may include off site provision.

- Children must attend regularly to achieve their full potential, personally, socially and academically.
- Children who miss out on school are more likely to develop emotional and mental health difficulties, such as anxiety, low self-esteem etc.
- Taking holidays in term time is disruptive and can seriously affect children's education.
- Persistent unauthorised absences will lead to legal action, for instance parenting orders and fines.

The Government expects:

- Schools and local authorities to:
 - Promote good attendance and reduce absence, including persistent absence
 - Ensure every pupil has access to full-time education to which they are entitled and to act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.
- All pupils to be punctual to their lessons.
- Parents do not have the right to remove their children from school during term time.

Attendance in 1 school year	Days absent in one year	Weeks absent in one year	Number of lessons missed	Average over 5 years
98%	Less than 4 days	Less than a week	20 lessons	No concern
95%	9 Days	2 Weeks	50 Lessons	¼ Year
90%	19 Days	4 Weeks	100 Lessons	½ Year
80%	38 Days	8 Weeks	200 Lessons	1 Year
70%	57 Days	11 ½ Weeks	288 Lessons	1 ¼ Year
60%	80 Days	16 Weeks	400 Lessons	2 Years
50%	100 Days	20 Weeks	500 Lessons	2 ½ Years

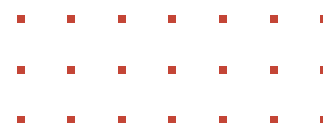
The table above shows the link between % attendance at school and number of days absent

What does the law say?

- Teachers must complete the daily class register and enter the appropriate absence codes.
- A school must report to the DfE absences, authorised and unauthorised.
- Any holiday taken during term time will be reported to Leeds City Council and in many cases will incur a fine.

If you are struggling to improve your child's attendance, please get in touch so that we can help

Contact Information



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 <https://raynvilleacademy.org.uk/>