



We have set a target of 96.5% attendance for this year.

We are confident that all the children can hit this target and we look forward to working with all families to achieve this.

Birmingham Local Authority's Views on Attendance

Every school day counts!

Time off school is not a right. Holidays in term time are not allowed

Since September 2015, we have been a SPOTLIGHT SCHOOL for attendance. Parents and carers of children with poor attendance or persistent lateness are at risk of been taken to court.

Cotteridge Primary School with Nursery Class



Achieving Excellence

Inspiring Dreams

Attendance

A guide for parents

2016-17

What we expect

At Cotteridge School we are working hard to promote good attendance. Our basic expectation for each pupil is at least 96% attendance.

Benefits of Good School Attendance

Children with good attendance:

- ✓ Achieve more academically and keep up with work more easily
- ✓ Feel happier and gain in confidence
- ✓ Develop well socially, and find it easier to make and keep friends
- ✓ Establish good educational habits and routines at an early age
- ✓ Are able to make a positive contribution to school life in general

All of these are important life skills for your child.



How we reward good attendance.

There is a strong emphasis on good attendance at Cotteridge School.



We reward good attendance every Monday at assembly by year groups:

- ✓ Y1 and Y2 have 'Attendance Ted'
- ✓ Y3 to Y6 have 'Registration Reg'



At the end of each academic year we award an Individual Attendance Certificate to children who have 100% and 99% attendance.



Holidays and trips during school term time

We will not authorise term time holidays or visits abroad. Time out of school for a holiday or trip is not

allowed.

Punctuality

Getting to school on time is very important. Last year the school had too many children who arrived late regularly.



Please note that the school day begins at 9.00am. Doors open from 8.50am. If you child arrives after 9.00am, he/she will be marked late.

What will happen if your child is late?

- 5 minutes late → Late mark
- 20 minutes late → Unauthorised absence
- Lateness continues to be a concern → Referral to Big Community Attendance Officer or Attendance Social Worker

Unauthorised illness absence

We will not authorise absence for illness such as: A mild stomach ache, headache, cough or sniffles.



If you are in doubt, please send your child into school while informing their class teacher or the school office so we can monitor them throughout the day.

If you child is unwell to remain in school, the school office will contact you. Please ensure you inform the school office if you change your phone numbers.

What will happen if your child takes an unauthorised absence?

- If your child does not arrive to school → You will be contacted by phone or text
- 5 days unauthorised absence → Attending meetings at school to discuss the issue with Mrs Burnett
- Continual unauthorised absence → Referral to Big Community

Absences due to illness

Last year, too many school absences were due to illness. We understand there are times when children are clearly not well enough to be in school. However there are also many times when they are kept off with minor illnesses when they could have coped in school.

Authorised illness absence

We will authorise absence for infectious diseases, vomiting, diarrhoea and high temperature.

If your child has 5 or more days of absence due to illness, we will ask you for evidence for any further illness absences. Examples of evidence may include:



- ⇒ Medical appointment letter or card
- ⇒ A note from your doctor
- ⇒ A copy of a prescription

If you are unable to provide the school with any of the above, the absences will not be authorised. Your child may be referred to our Big Community Attendance Officer or School Nurse. We may also refer your child to the school nurse if we are concerned about his/her health and well-being

Other authorised absences



There are a number of other reasons when you may feel that you need to keep your child at home.

However, only a handful of these reasons are likely to be authorised absences. Some examples that we would be able to authorise include:

- ⇒ A hospital or emergency appointment, please provide a copy of your appointment slip. We do however hope that you would endeavour to make all appointment out of the school day.
- ⇒ A religious observance - absence may be authorised, for one day on each occasion, for pupils to attend relevant religious observances. For example, we will authorise one day for a child whose family is celebrating Eid when this falls during term time.



If you have questions about whether or not an absence would be authorised, please contact Mrs Burnett to discuss your circumstances.