

ATTENDANCE GUIDANCE SUMMARY



Regular attendance at school is vital if children are to flourish, reach their full potential and to ensure continuity, development and progression in their learning. Lessons missed can mean missing key information, skills and ideas. Parents can talk to the office staff, class teacher or Mrs Orford if they are concerned that their child may be reluctant to attend school or families may need additional support at home to prevent their child from missing school.

In the case of absences, please phone the school office at the earliest opportunity to leave a message on the answer machine or speak to a member of staff so that your child receives the correct mark on the register. You can also email the school on:

castleparkprimary@monmouthshire.gov.uk with the reason your child is missing a day off school. We operate a First Day Response system, whereby all unexplained absences are followed up with a phone call to the parent in order to establish a reason for a child's absence.

The school rigorously monitors individual pupil attendance on a regular basis and works alongside the Educational Welfare Officer to monitor ongoing concerns. By law, children are expected to attend school every day, unless there is a valid reason for not doing so. If a child's absence falls below 85% parents will be invited into school to meet with the Headteacher.

Time off in term time for family holidays is discouraged by the school. Permission must be sought for any holiday absences, in order for the school to account for pupils' absences. Please email castleparkprimary@monmouthshire.gov.uk to put in a holiday request. Your child's attendance records will be checked before permission is given by the Headteacher.

% Attendance during one school year	Number of days absent	Which is approximately ... weeks absent
100%	0	Your child has the best chance of achieving their full potential
95%	9.5 days	2 weeks
92%	15 days	3 weeks
90%	19 days	4 weeks
85%	28.5 days	6 weeks
80%	38 days	8 weeks
75%	47.5 days	9 ½ weeks
70%	57 days	11 ½ weeks
65%	67 days	13 ½ weeks

Rights of the Child: Article 28: Children and Young People have the right to an education no matter who they are.