



**North  
Beckton**  
PRIMARY SCHOOL



## Improving Attendance & Raising Attainment

Harrier Way, London, E6 5XG  
Executive Head teacher:  
Ms Shella Lawrenson

Email: [info@northbeckton.tlft.academy](mailto:info@northbeckton.tlft.academy)  
Website: [www.northbeckton.newham.sch.uk](http://www.northbeckton.newham.sch.uk)

### Our School Attendance Policy

Receiving a full-time, suitable education is a child's legal entitlement, and it is the parent/carer's legal responsibility to ensure this. Please refer to our policy on the school web-site.

By law all children of compulsory school age must receive a full-time education. Attendance is just as important as any curricular subject therefore it is vital your child attends school regularly and punctually to learn and achieve.

#### **ATTEND, LEARN, ACHIEVE**

Regular attendance is important for your child to make timely progress, achieve their academic potential and consequently have a better chance in life. Any absences can affect your child's learning and the more school they miss the harder it will be for them to catch up.

#### **What YOU can do to help make your child successful all day, every day!\***

- Emphasise the importance of school as it encourages development in all areas.
- Help your child get organised the night before - prepare school uniform, school equipment, PE kit and ensure any school work is ready and complete.
- Set an alarm to help your child wake up a little early so that you can make your way to school in good time.

### What If My Child Is Feeling A Little Unwell?

If your child has a slight tummy ache, head-ache or cold you can still send them to school, if required a qualified first aider will monitor the situation during the day and contact you if needed.

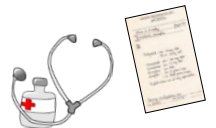
#### **If my child is too unwell to come to school**

**Step 1:** Every parent **must** contact the school by 9:00am and report their child's absence via our **Studybugs** app or by telephone.

**Step 2:** If your child is absent from school then medical evidence **must** be provided to authorise these absences. Please note that hand written letters will not authorise absence.

Medical evidence we will accept:

1. A prescription/ prescribed medication with your child's name on the box/bottle
2. Doctor/Medical Notes (if provided)
3. Hospital/discharge letter



#### **Medical/Dental Appointments:**

Please try and book appointments out of school hours however we understand that this is not always possible. If your child has an appointment during school time **please provide an appointment card/letter or text message** at the office. Children are expected to come into school before their appointment and return back once it has finished.



## REMINDER

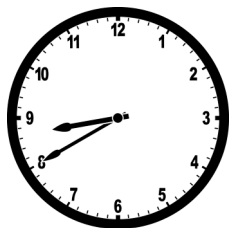
**Nursery AM** – Morning registration is at 8:40 and pick up is 11:40am.

**Nursery PM** – Afternoon registration is at 12:20 and pick up time is at 3:20pm

**Reception, KS1 & KS2** - Morning registration will start at 8:40am and end at 8:50am

All classroom doors and playground gates will close at 8:50am.

**Please arrive on time!**



**Pupils arriving after 8:50am will be marked as Late. (L)**

You must bring your child to the school office if you are late and sign them in at the late desk.

**Pick up time for all children is from 3:20pm – 3:25pm**

### Attendance Procedure

Attendance is monitored on a weekly basis. Letters will be sent to you if your child's attendance percentage drops below 95% and a meeting will be arranged with the schools Attendance Officer Mrs Omer.

If there is no improvement then another meeting will be arranged with the Attendance Management Officer from Newham. It is important for parents to attend and if you cannot then please contact the school to re-schedule.

### THE IMPACT

Days Absent	Weeks Missed	Attendance %
1	1 Day	99.5%
2	2 Days	99%
3	3 Days	98.5%
4	4 Days	98%
5	1 Week	97.5%
10	2 Weeks	95%
15	3 Weeks	92.5%
20	4 Weeks	90%
25	5 Weeks	87.5%
30	6 Weeks	85%
35	7 Weeks	82.5%
40	8 Weeks	80%

### My child does not want to come to school!

If you are finding it difficult to get your child into school, we can support you with this. North Beckton works closely with the local Authority (Attendance Management Service) to ensure that families are supported and children are encouraged to be in school.

### Holidays During Term Time:

The school **will not** authorise any holidays during term time however you **must** inform the school if you are travelling.

You must complete a **Term Time Leave Form** from the office before you leave so that we are aware of where your child is and when they are due to return.

**Failure to inform the school of your child's absence may result in a referral to Newham as a Child Missing in Education and your child could lose their school place.**

### Penalty Notices

Penalty Notices can be issued for a range of attendance related offences including unauthorised term-time leave, low attendance or persistent unauthorised absence and lateness.

### Penalty Fines

There is a set fine of **£60** per parent, per child, which increases to **£120** if paid after **21 days** but within **28days**. Find out more on the Newham website. **You may also be issued with a Parenting Order.** It is important to keep up to date with these procedures.

**Thank you.**