



11.01.2024

Dear parents/carers,

At Banks Road Infant and Nursery School, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our children. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

We understand that some children may face challenges that impact their attendance. Our school is here to provide support and guidance to children and families in such situations. If you encounter any difficulties related to attendance, please do reach out.

Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the Head Teacher will review and approve the absence
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

How to report unplanned absences

In the event of an unplanned absence, we request you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office before 9 am to inform us about your child's absence
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records

Banks Road, Toton, Beeston, Nottingham, NG9 6HE. **Web:** www.banksroadschool.co.uk

Term-time holidays

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

In all cases, you must submit a formal request to the head teacher well in advance. The head teacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

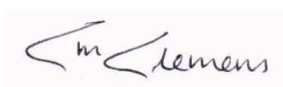
We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the child's educational welfare as the utmost priority.

The decision whether to issue a fine may take into account factors such as the number of unauthorised within a rolling academic year and one-off instances of irregular attendance.

We appreciate your cooperation and understanding regarding our approach to term-time holidays.

We want to work with our parents and carers to ensure all children are given the best educational opportunities. We are committed to raising standards and doing our very best for the children and a key factor of achieving this is ensuring that all children attend school regularly. Poor attendance can have a detrimental effect.

Yours sincerely,



Carole Clemens
Head Teacher

It is surprising how quickly absences can add up. 90% may sound good but the grid below highlights the number of days missed throughout the year is 19 – nearly 4 weeks of lost education. If your child's attendance is below 94% this is seen as poor attendance and you may be asked to discuss the reasons with the school and a medical letter sought.

As we say at Banks Road: "Every minute, of every hour, of every day counts".

Percentage Attendance	Time missed in days over 1 year	Time missed in days over 3 years
90% – 95%	10 – 19 days missed	30 – 57 days missed
85% – 90%	24 – 30 days missed	72 – 90 days missed: The equivalent of more than 1 term
80% – 85%	32 – 40 days missed: More than half a term	96 – 120 days: The equivalent of two terms
Below 80%	More than one day every week is missed which is more than 40 days a year	One year missed out of three or children miss two full years of their primary education