If you are having any difficulties with school attendance or punctuality or need support with these, please talk to:

Mrs Rudd (Head Teacher):
0121 464 7769

Mrs Hoye (Assistant Head Teacher):
0121 464 7769

Reviewed Spring Term 2017
What we expect.

At Water Mill we are working hard to promote good attendance. You need to let school know if your child is unable to attend school.

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 these are important life skills for your child.

Don’t forget that good attendance results in children being able to:

- 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.
- Make a positive contribution to school life in general.
Our Attendance Target

We have set a target of 96% 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.

How does your child compare?

<table>
<thead>
<tr>
<th>Attendance during one school year</th>
<th>Equals this number of days absent</th>
<th>Which is approximately this many weeks</th>
<th>Which means this number of lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>19 days</td>
<td>4 weeks</td>
<td>100 lessons</td>
</tr>
<tr>
<td>80%</td>
<td>38 days</td>
<td>8 weeks</td>
<td>200 lessons</td>
</tr>
<tr>
<td>70%</td>
<td>57 days</td>
<td>11.5 weeks</td>
<td>290 lessons</td>
</tr>
</tbody>
</table>

Find out how we are promoting, monitoring, improving and maintaining attendance.

Rewards:

There is a strong emphasis on good attendance at Water Mill. We reward good attendance by:

- Awarding ‘Cool Cats’ to the Highest attending class in Key Stage 1 and Key Stage 2. These classes get extra playtime on a Friday.
- Awarding classes with 0 late marks in a week an ‘Early Cat’ and they get extra playtime on a Friday.
- Awarding stickers and certificates at the end of each term to children with 100% attendance.
- Presenting the class with the highest attendance with a class treat at the end of the academic year.
Absences due to illness:

Too many school absences are illness absences.

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.

To minimise the risk of illness being spread in school we:

- Make tissues available.
- Encourage hand washing.
- Follow up to date advice from the Health Protection Agency, including the ‘Catch it, Bin it, Kill it’ Approach.
- Display posters to remind children and leaflets to inform parents.

Remember

Your child should not be absent for:

- A mild stomach ache
- A mild headache
- A bit of a cough or sniffles

Your child should not be absent if:

- The weather is cold
- They had a late night
- It is their birthday
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.”

“You risk being issued with a penalty notice or being taken to court.”

[A copy of the leaflet distributed by the Local Authority in relation to ‘Holidays in term time’ (full size) is available from the school office.]

Authorised illness absence

We will authorise absence for:

- Infectious diseases, vomiting, diarrhoea and temperature.

If your child is frequently absent due to illness and this becomes a concern, we will ask you for evidence for 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 a Social Worker who deals with attendance and/or school nurse. We may also refer your child to the school nurse if we are concerned about his/her health and well-being.
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.

Your child’s class teacher will provide you with an overview of how your child’s symptoms affected him/her at the end of the school day.

If your child is too unwell to remain in school, the school office will contact you.

Holidays and trips during school term time:

If your child has unauthorised absences for holidays and trips we may refer him/her to the Attendance Governor and the attendance officer.

A Social Worker who deals with attendance will then become involved. Unauthorised absence can lead to a ‘Spotlight’ referral which means court proceedings will follow.

If your child has 20 days of unauthorised absence we will remove them from the school roll.
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.

Special circumstances will be considered but an appointment MUST be made with the Head Teacher and you will be expected to put your request in writing.

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 (we expect all other medical appointments be made 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.

Some other events might be authorised but you must discuss these with the school in advance.

If you have questions about whether or not an absence would be authorised, please contact Miss Miles to discuss your circumstances.
What will happen if your child takes an unauthorised absence?

Your child misses one day

⇒ Text making you aware of this.

Regular absence which causes concern

⇒ Attend meeting at school to discuss the issue.

Continual absence

⇒ Referral to Attendance Officer and a social worker who deals with attendance will contact you.

In some cases a ‘Spotlight’ Referral will be made—this means court proceedings.

Punctuality:

Getting to school on time is very important. Too many children arrive late regularly.

Please note that the school day begins at 9.00am. Children can come into the school playground any time from 8.45am.

Our attendance officer monitors lateness and you may have seen her at the school gate.

If your child arrives after 9.00am, he/she will be marked late.

Your child is frequently late

⇒ Letter making you aware of this.

Lateness continues to be a concern

⇒ Referral to Attendance officer ~ Attendance Social Worker Involved.