



What can you do to help?

- Try having regular discussions with your daughter about her day at school.
- Celebrate her achievements and successes at school.
- If your daughter is seemingly unhappy at school, we would advise you to discuss your concerns with your daughter and contact the school.
- Try and encourage your daughter to discuss with you any concerns she may have at school, such as problems with her learning or **with making and keeping friends.**
- Contact the school as soon as possible when a concern is identified so that we can work together to resolve any difficulties.
- Be willing to engage with any support offered by the school.

We are here to help you

For more information or for any attendance issues please contact Millais attendance at:

 : 01403 282052

 : attendance@millais.org.uk



It all adds up!

Attending school everyday gives your child the best chance of success.

Expected attendance

100% Attendance - 0 days of absence

98% Attendance - 4 days of absence

Risk of underachievement

96% Attendance - 8 days of absence

93% Attendance - 14 days of absence

Severe risk of underachievement

90% Attendance - 20 days of absence

85% Attendance - 29 days of absence

80% attendance adds up to missing **2 full years** of education over their school life

Did you know?

Millais school attendance expectation is above **96%**

Every minute counts!

Being late for school reduces learning time

5 minutes late every day = **3 days** of learning missed per year

15 minutes late every day = **9 days** of learning missed per year

Arriving late can be very disruptive for your child, the teacher, and the other children in the class

MILLAIS SCHOOL



Attendance information for Parents and Carers

How we register the students?

The school day is divided into a Registration (with tutor) and 6 periods.

Although we register our students for each period, there are only **two legal periods**: Registration and P5

Tutor time begins at 8.25am, therefore students need to be in school by 8.20am as latest. Doors open at 8.05am. Please note only main entrance at Depot road will be open after 8.25am. Period 5 begins at 1.15pm. **These are the marks that will affect your child's attendance.**

Did you know?

1 day of absence counts as **2 missed** sessions. This means the attendance percentage can drop rapidly over a period of few days.

Why it is important for children not to miss school?

Setting good attendance patterns from an early age will help your child later on in life.

Your child's chances of a successful future may be affected by not attending regularly. If children do not attend school, they may:

- Struggle to keep up with schoolwork.
- Find it difficult to make and keep friendships; a vital part of growing up.
- Have increased levels of anxiety due to inconsistencies and uncertainty in their routine

When is absence authorised?

There may be times when your child is absent from school because she is unwell, or she may have to attend a medical or a dental appointment. However, you should, whenever possible, try to make routine appointments such as dental check-ups during the school holidays or after school hours. Schools have the right to request medical evidence to validate absences for medical reasons.

Although these absences are authorised, **they still count towards the attendance percentages.**

Please remember that tutor time and period 5 are the legal requirements and if these are missed, will affect the attendance. Try to book your appointments outside these times.

If your child is ill or absent for any other reason, please contact the school on the first day of absence. Please note your child can return to school at any time of the day if she is feeling better. We prefer her to come to a couple of lessons rather than missing the whole day. Sometimes a head or stomachache gets better with some medication, so they do not need to be out of the school for a whole day.

All medical appointments should be reported in advance. For safety reasons, we can not allow a student to leave the school if we have not been notified.

To report any absence or medical appointment please use the absence email: attendance@millais.org.uk

Exceptional circumstances

If you think you might need to take your child out of school (for any exceptional circumstances), you need to request the absence by completing the "leave of absence form". This must be completed as far in advance as possible.

You can find this form on Operoo. It is on the main menu under form library.

Examples of absence that may be considered as exceptional circumstances include family bereavement or taking part in an agreed religious observance. The decision on whether to authorise absence is made at the headteacher's discretion.

Did you know?

Holidays during term time are not considered as exceptional circumstances and therefore they will be unauthorized.

Prolonged unauthorized absences will need to be referred to the Local Authority for legal intervention.

What does the law say?

By law, all children of compulsory school age must receive a suitable, full-time education. As a parent/carer, you are responsible for making sure this happens, either by registering your child at school or by making other arrangements which provide a suitable full-time education.

Once your daughter is registered at school you are responsible for making sure she attends regularly.