

Please keep us informed!

If your child is absent please contact the school office (01661 824853) on the first day of absence before 9.30 am.



Every Day Counts

Missing School

is missing out!

Good Attendance

habits begin early.

Additional notes:

- Parents do not need to apply for leave of absence for a routine medical appointment but are asked to write a note in their child's school diary;
- Miss Roberts, Mrs Rodda or Mrs Geoghegan will give you your child's attendance percentage at the press of a button;
- Family holidays are not exceptional circumstances;
- Do not book holidays in school time;
- If you do, you will assume the responsibility for your child's education at this time. Teachers are not expected to give work nor to reteach any topics missed on return to school;
- Children with no term time family holidays may be ranked more favourably for residential trips;
- Thank you for your cooperation.

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Attendance Information for Parents and Carers

**Ponteland Community
Middle School**

School Attendance and Punctuality

PCMS Trustees and staff believe it is detrimental for children to be taken out of school during term time and that this should only happen for exceptional reasons. We believe this because; in our view, children who gain full attendance at school will:

- maximise their chance of achieving well;
- suffer less disruption and thus be more settled;
- develop better work habits;
- be more receptive to learning and receiving direction;
- maximise all educational opportunities open to them.
- in order for our children to be able to fulfil their potential, PCMS encourages parents to ensure their children achieve maximum attendance.

For those children who miss school for avoidable reasons, we find the following:

- they miss important learning and create gaps in their learning;
- they can find it hard to “catch up”;
- they can feel left out of social interaction with their peer groups;
- they find it difficult to settle back into school;
- they can develop a poor work ethic;
- their absence can have an effect on other children.

At PCMS we praise and reward good attendance. We monitor increased and reducing attendance each week. In addition, a pupil or student who is frequently late is similarly disadvantaged, if not more so.

If a child is late for just one week per year (5 times), by the time they are 16 they will have missed the equivalent of one term’s registration and first lessons.

If children miss 3 weeks (15 days) in any year, this equates to one whole year by the time they are 16.

In order for our children to be able to fulfil their potential, PCMS encourages parents to ensure their children achieve maximum attendance.

From September 2013 amendments have been made to Government legislation. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances e.g. competing in National or World Championships.

In order to grant a family’s case for absence please write a letter to the headteacher outlining the reason for an absence request. Please include, in this request, details of any siblings in other schools.

An absence may be granted by the Headteacher if the circumstances are deemed to be exceptional. Each case will be decided on its own merit. No absence request will be granted in the period of, and leading up to, statutory assessment and external examinations.

It has been agreed by Trustees that parents taking their child out of school assume responsibility for their child’s education. Teachers are not asked to provide work to do on holiday nor to reteach a topic on a child’s return.

To avoid parents taking children out of school during term time, senior leaders and Trustees have agreed that for school residential trips [e.g. Y5 Ford, Y6 Barcelona or London, KS3 skiing] children with no term time family holidays or unauthorised absences, and therefore with higher attendance, may be considered more favourably’.

In summary, speak to the Headteacher long before any decisions are made. Thank you.