

**GOOD  
ATTENDANCE  
GUIDE**



**Every Day  
Counts!**

Excellent attendance at school is important to allow your child to fulfil their potential and for them to have the best possible start in life.

Although we aim for 100%, each year we set a target for attendance and this is used to compare us to other schools nationally.

Our current target is 97% attendance.



Below are just some of the reasons why it is so important children attend school:

- To learn
- To have fun and make new friends
- To understand responsibility
- To experience new things
- To develop awareness of other cultures, religions, ethnicity and gender differences
- To achieve
- To gain qualifications
- To develop new skills
- To build confidence and self-esteem
- To grow as individuals

Please help us to help your child by encouraging regular school attendance.

Regular attendance helps children to develop confidence and to make lasting friendships.

Children who regularly miss school without good reason are more likely to become isolated from their friends, underachieve and/or become involved in anti-social behavior.

We colour-code every child's attendance, depending on how many days they have attended school.

**Remember, our target is to achieve at least 97%.**

Red		0-91%
Amber		92-96%
Green		97-100%

If your child has 90% attendance, they will have the equivalent of:

- ½ day off per week
- 19 days off per year
- 247 days off over their school career of 13 academic years, the equivalent to over 1 year of lost education!

**Consider what this means for attendance lower than 90%**

Research shows that pupils who attend school regularly are more likely to **do well in the future.**

If you take your child on a **2 week** holiday in term time, attendance for the year **immediately drops to 95%.**

## Holidays and Sporting Events

### **PLEASE THINK CAREFULLY BEFORE TAKING YOUR CHILD OUT OF SCHOOL DURING TERM TIME**

In law, you **must** ask for permission for your children to miss school.

Holidays in term time will **not be authorized** unless the Head Teacher feels **there are exceptional circumstances. A £60 penalty notice per parent, per child could be incurred.** If your holiday is 5 days (10 sessions) or more, you may receive a letter from the Local Authority warning you of **the risk of a fixed penalty notice.** However, they will only issue one warning and any further holidays taken during term time may **result in a fine.**

Any absences for external Sporting/Performance Events which are held during the school day, but not as part of school's curriculum, **will be recorded as unauthorised absence.**

There are 190 statutory school days in one year. That means **there are 175 days** (weekends and school holidays) **available to use for holidays.**

There is no automatic entitlement in law to time off in school time to go on holiday.

Any period taken without agreement from the school will be classed as unauthorised and may attract a **Penalty Notice.**

A 2-week holiday in school time means your child has approximately **50 hours of missed work** to catch up on!

## Reducing Illness Days

If your child is saying they do not feel well and you are unsure about whether it warrants a day off, please send them to school. If they are truly ill, we will ring you.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions:

- Is my child well enough to do the activities of the school day?
- Does my child have a condition that could be passed on to other children or school staff?
- Would I take the day off work if I had this condition?

Please ensure that your child does not miss unnecessary time from school for **low level illness** (e.g. coughs/colds) or headlice (treatment can be completed during the evening and then the child can be in school the next day).

You may be asked to provide medical evidence if your child's attendance is regularly affected by illness or if they are absent for **more than 3 days in a row**.



## **Medical Appointments**

If your child must have a medical or dental appointment in school time, please do your best to have it after 2pm and then your child can have their registration mark for the afternoon before you pick them up. If it needs to be a morning appointment, please try and bring them to school first to get their mark and then return them to school afterwards.

Every half-day absence from school must be classified **by the school** as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required and why a whole day of absence **CANNOT** be authorized for most medical appointments.

**Authorised** absences are mornings or afternoons away from school for a good reason like illness (where a child is too ill to attend), medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

*The Department for Education guidance states “if the authenticity of illness is in doubt, schools can request parents provide medical evidence to support illness. Schools can record the absence as unauthorized if not satisfied of the authenticity of the illness but should advise parents of their intentions. Medical evidence can take the form of prescriptions, appointment cards etc. rather than a doctor’s note.*

**Unauthorised** absences are those which the school does not consider reasonable and for which no ‘leave’ has been given. This type of absence can lead to the Local Authority **using sanctions and/or legal proceedings**.

Again, 5 days (10 sessions) of **unauthorised** absence can trigger legal monitoring leading to parents being issued with a **Penalty Notice**.

## **Policy and Procedure**

Pupil attendance will be closely monitored. The Head Teacher and Family Welfare Officer will check pupil attendance percentages regularly to see if action is required.

Parents/carers must contact school by 9.00am on the first day of absence to provide a specific reason and then each subsequent day. First Response calls will be made daily if a child does not attend and no explanation is received from parents as part of our safeguarding procedures.

Ensuring your child's regular attendance at school is your **legal responsibility**. Unexplained absences, regular absences or frequent lateness will trigger a contact from our Family Welfare Officer.

Where children are absent due to illness, you may be asked to provide supporting evidence from a medical professional. A referral may be made to the School Nurse with your consent.

Frequent absences/lateness and lengthy absences are a concern and we will notify you when we are concerned about your child's attendance.

Continuous poor attendance (without a valid reason) will be referred to the Local Authority for consideration of further actions, which may include prosecution.

Parents/carers will be offered a parenting contract when school are concerned about unauthorized absences or persistent absence. This is a contract drawn up between home and school to outline steps that everyone will take to ensure attendance improves. This includes any support offered by school.

## **Penalty Notices**

Failure of a parent to ensure their child's attendance is an offence under Section 444 of the Education Act 1996. If the reasons given for a child's absence are not satisfactory, then the Local Authority may take legal proceedings against a person for their failure to comply.

A Penalty Notice requiring payment of £60 (per child) within 21 days of receipt of the Notice, rising to £120 if paid after 21 days but within 28 days.

Prosecution in a magistrate's court and, if found guilty of an offence under Section 444 (1), a fine of up to a maximum of £1000 and, under Section 444 (1a), this could rise to £2500 and/or a custodial sentence.

## Punctuality



Poor punctuality or leaving before the end of the school day is **not acceptable**.

Missing just **10 minutes of a school day** is the same as missing **two weeks over the year**.



Pupils who arrive late and/or leave early also **disrupt lessons** which can be embarrassing for the child and can in turn, encourage absence. It is also extremely **disruptive for the rest of the class**.

School starts at 9am and ends at 3:05/3:20pm.

Doors open at 8:45am.

Afternoon session starts at 1pm.

Registers close at 9:05am and 1:05pm.

