

# A parent/carer's guide to your child's attendance

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## What should I do if my child is absent?

By law, schools must record absences and the reason given. You must contact your child's school as soon as possible (before 9:30am) on the first day stating the reason for absence. If no reason is provided, your child will receive an unauthorised mark, which will have a negative effect on your child's attendance and progress in school.

The school will contact you directly or complete a home visit if they have concerns about the whereabouts of your child if absence continues.

- Call the school on the first day of your child's absence. Schools cannot generally accept 'ill' or 'unwell' as a reason so please be specific when reporting your child's absence.
- Should the school not hear from you, the attendance officer will call to enquire why your child is absent from school.
- The school will notify you if your child's attendance drops below their target levels, or if they feel that a regular pattern of absence is occurring.
- The school may ask you to meet with you to discuss your child's attendance, and possibly ask you to provide additional medical evidence.

**Persistent irregular attendance will lead to a referral to the Local Authority Attendance & Behaviour Service, and this may lead to legal action being taken.**

## Medical Appointments

Non-urgent medical appointments should not be made during the school day. If the appointment needs to be during school hours, please provide the school with an appointment card or hospital/GP letter. A copy will be taken and kept on your child's school record.

## Punctuality – The Impact on Learning

When your child arrives late at school, they may miss the teacher's instructions and the introduction to the lesson. Your child may also feel embarrassed at having to enter the classroom late and possibly alone. Please also consider that your child has also missed out on the opportunity to socialise with their friends before school starts. Punctuality is essential for children to start the day well.

Minutes late PER DAY	Equal DAYS ABSENT (per year)
5 Minutes Late	3 Days Absent
10 Minutes Late	6.5 Days Absent
15 Minutes Late	10 Days Absent
20 Minutes Late	13 Days Absent
30 Minutes Late	19 Days Absent

## Leave of Absence

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits head teachers granting leave of absence to a pupil. Head Teachers may give consideration to applications that meet 'exceptional circumstance' criteria, these are decided on an individual basis by the school.

**If the absence is not authorised and the leave is taken, the case will be referred to the Attendance & Behaviour Service who may issue a Fixed Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.**

## How can you help your child?

- Ensure your child arrives to school on time. Check with the school about opening times. They may also run a Breakfast Club which they can attend before school starts.
- Be organised; prepare packed lunches, school bags, uniforms and breakfast items the night before. Have a solid morning routine without any stress!
- Make sure the alarm clock is set at a reasonable time for getting everyone up and ready.
- Plan your route to school in advance. Take a look at the weather – will you walk, drive or use public transport? Remember 'traffic' or a 'missed bus' could mean your child is recorded as absent from school.
- Ensure you make school exciting for them! School can be a daunting place for some children, encourage them to achieve and ensure they are happy at school. Remember education is key.



## Attendance Percentage Breakdown

<b>100%</b>	<b>Outstanding Attendance</b> Pupils are excelling and have achieved full attendance throughout the academic year.
<b>99-96%</b>	<b>Good Attendance</b> Pupils have missed less than 3 days of learning throughout the academic year.
<b>95-94%</b>	<b>Satisfactory</b> Pupils are in line with Local and National Average attendance levels, but have missed 9 days of learning within school.
<b>93-90%</b>	<b>Requires Improvement</b> Pupils in this category have missed up to 20 school learning days, and may find it difficult to maintain workloads and reach their attainment levels.
<b>Below 90%</b>	<b>Special Measures</b> Pupils in this category are deemed to be Persistently Absent from school, with over 4 weeks of absence and missed opportunities to learn. Pupils with attendance in this range will be referred to the Local Authority Attendance Service.

### If you have any concerns about your child's attendance please contact your school directly.

For information on Services for Children, Young People and Families go to Family Services Hub Havering [www.havering.gov.uk/fsh](http://www.havering.gov.uk/fsh)

You can find further information regarding attendance and the law on the website for The Department for Education:

<https://www.gov.uk/school-attendance-absence/overview>

For medical advice regarding your child please contact the NHS hotline:

Telephone: **111**

website: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

Information in this booklet provided by Havering Attendance, Behaviour and Traveller Service

Telephone: **01708 431777** Email: [ews@havering.gov.uk](mailto:ews@havering.gov.uk)