

MISSING  
(SCHOOL)=  
MISSING  
OUT

**MAKE SURE YOUR CHILD  
IS IN SCHOOL EVERY DAY.**

## Guide for parents

Important information about children  
attending school regularly and on time






## At our School...

- Children need to be at School for morning register by
- The classroom doors open at
- The afternoon registers are taken at
- School finishes at

## Getting to School on time matters...

- Children arriving to School after \_\_\_\_\_ are recorded as being late (L)
- Children arriving to school after \_\_\_\_\_ will be recorded as being unauthorised late (U).  
This is the same as an unauthorised absence mark.
- Children arriving late must report to

## Number of minutes late every School day and days missed each year as a result...

- 5 mins every day = 3.5 days
  - 10 mins every day = 7.2 days
  - 20 mins every day = 14.4 days
- 




## **If your child needs to be absent from School...**

- Only keep your child away from School if it's really necessary - we will contact you if they are unwell and need to go home.
- Telephone School on the first day of absence, as early as possible.
- Keep School informed if more than one day's absence is necessary.
- Speak to us if your child will be off for a prolonged period of time so we can offer support.

## **Medical Appointments...**

Where possible please avoid medical appointments in School time. If this is unavoidable please remember that:

- Medical appointment cards will need to be shown to the School Office for an authorised medical appointment to be recorded on the register.
  - If same day emergency medical appointments occur ask your GP surgery for a card/slip stating that your child attended. This will need to be returned to the School at the first opportunity.
  - If your child is too ill to return to school following the appointment please telephone School.
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## Taking your child out of School, during term time...

The Education (Pupil Registration) (England) Regulations 2006 Amendments have been made to the 2006 Regulations and make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents should complete a form and submit to the school at least 20 days in advance. Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.

Parents can be fined for taking their child on holiday during term time ~~without consent from the school.~~

To find out more about your responsibility as a parent/carer, see Sheffield City Councils Policy and further information at <https://www.sheffield.gov.uk/education/information-for-parentscarers/at-school/attendance/term-time-leave.html>