

Attendance Information



**Strive, believe and succeed...
TOGETHER!**

'Poor attendance disadvantages children'

This booklet has been produced for parents and aims to provide information about the importance of school attendance.

The Government has set a target of 95% attendance for all pupils of school age.

Why is it important for your child to attend school regularly?

- ✓ It gives your child the best possible start in life
- ✓ They will be able to make good progress with their learning
- ✓ They will have better future employment prospects
- ✓ They will be at less risk of becoming victims of crime
- ✓ They will be less likely to become involved in anti-social behaviour
- ✓ It is the law

What is the law?

Children of compulsory school age (5 to 16 years) must by law, receive a full time education.

It is the responsibility of the parent to ensure their child receives an education that is appropriate for their age, aptitude and ability. It is the parent's responsibility to register their child with a school or make other suitable arrangements and inform the Local Authority.

Each person with parental responsibility could be taken to court and fined up to £1,000, or sentenced to three months in prison, for each child who is not attending school regularly or who is persistently late.



How can you help?

Make sure your child gets enough sleep

Make sure your child goes to school regularly

Make sure they arrive on time – **8.50am**

Make sure they have breakfast before school

Make sure they have their books, PE kit, equipment they need

Support the school in its efforts to encourage good attendance

What support is available?

Each school has a named Education Welfare Officer, who is employed by the Local Authority, to support families and schools to help resolve problems that may prevent children from receiving a full time education. Issues may include:

- ✓ School attendance
- ✓ Bullying
- ✓ Exclusion
- ✓ Alternative education provision
- ✓ Procedures relating to child abuse
- ✓ Child employment and performance in entertainment
- ✓ Any other related welfare issues

Education Welfare Service: - 01225 718230 (option 3)

What should you do if your child is going to be absent?

- ✓ Inform the school the first morning of absence - 01249 720407
- ✓ Keep the school informed if absence is to be longer
- ✓ Complete a leave of absence request form as far in advance as possible

If you cannot make doctor/dentist appointments out of school time, your child should come to school before the appointment and return to school afterwards, signing your child's name in the 'signing out & in' book and specify the reason

What you should do if your child is going to be late?

- ✓ Phone school as soon as possible
- ✓ On arrival sign your child's name in the 'signing out & in' book'
- ✓ Persistent lateness can be legally counted as unauthorised absence. This can also...
 - ✓ *Cause disruption to the rest of the class*
 - ✓ *Cause embarrassment to the child*
 - ✓ *Make it harder for the child to settle as they may have missed instructions*

At the end of each academic year the School present annual certificates to those children who do not have any absences recorded in the class register

Authorised Absence

Whenever possible you should take your holidays during school holidays. If you are unable to arrange this you will need to request authorisation from the Headteacher before taking the children out of school during term time. You should not expect the school to agree to a family holiday during term time.

The school will carefully consider your request and take into account your child's attendance record.

What is NOT acceptable?

Going shopping e.g. for shoes

Birthday treats

Bad/inclement or sunny weather

Caring for a parent or sibling

Taking Friday afternoon/Monday morning off due to travel/weekend away



What you should do if you are late collecting your child at the end of the school day?

- ✓ Phone school as soon as possible
- ✓ Persistent lateness in collecting your child will be noted and you may be asked to meet with the Headteacher concerning this matter