

### Information for Parents and Carers

Every child has a right to a good education. Every parent has a duty to ensure their children get this education by attending school regularly and consistently. Helping the child to be in good habits establishes a pattern that supports this entitlement. The Local Authority has the right to consider taking legal action against any parents/carers who repeatedly fail to accept their responsibility for sending their children to school on time and regularly.

Attendance and punctuality are very important. We expect pupils to have an attendance level of at least 96%. Research has proven that pupils who attend school for at least 96% of each year have higher levels of achievement and make better progress. It is also crucial for social development, health and well-being.

### When your child can miss school

When they are too ill to attend.

When you've got permission in advance from the Head Teacher. This is for exceptional circumstances only.

*Please see Appendix i for further details.*

### Arrival and Registration

8.45am Pupils are encouraged to come into school independently.

8.55am School starts. All pupils must be in their classrooms ready to start the school day.

9.00am Registration ends. Pupils arriving after this time will be marked as late.

9.10am Pupils who arrive after this time will receive an unauthorised absence.

### Absence from school

The school should be informed by 9am on the first day of a child's absence through illness, and any subsequent days. If we do not hear from you, you will be contacted.

Medical appointments should be made outside of school hours where possible. If a child is out of school for a medical reason this should be as minimal as possible. Appointment cards must be shown to the office in advance of appointments. You will be required to sign your child out on collection, and in on return.

### Monitoring and reviewing

You will receive a colour-coded herringbone attendance sheet 3 times per year. If your child's attendance falls below 90% you will be contacted by school in order to review and clarify the reasons for absence. Falling below 90% in a 12 week period will trigger involvement of other agencies. This is a supportive process of monitor and review to help form habits of punctuality and regular attendance. If attendance falls below 85% the process will be escalated as you will be in danger of being fined. Absence reviews will take place every six weeks, with an expectation that attendance will improve. Relevant agencies and teachers will be present at these meetings. Once attendance has improved, there will be an expectation that the acceptable level is maintained. If attendance begins to decline again, the process could be accelerated.

### Nursery

Attendance is not statutory in Nursery but there is a waiting list and a demand for places. If your child is taking up a place but not attending regularly, a decision could be made to offer the place to another parent/child.

<b>175 non-school days a year</b> to spend on family time, visits, holidays, shopping, appointments					
190 school days in a year	8 days absence	19 days absence	29 days absence	38 days absence	47 days absence
	182 days of education	171 days of education	161 days of education	152 days of education	142 days of education
<b>100%</b>	<b>96%</b>	<b>90%</b>	<b>85%</b>	<b>80%</b>	<b>75%</b>
<b>Good</b> Best chance of success. Gets your child off to a flying start.		<b>Worrying</b> Less chance of success. Makes it harder to make progress.	<b>Serious Concern</b> Not fair on your child. May result in prosecution.		

## **Appendix i**

### **Term-time pupil absence requests**

1. Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. Head teachers will rightly prioritise attendance. The default school policy should be that absences will not be granted during term-time and will only be authorised in exceptional circumstances.
2. The decision to authorise a pupil's absence is wholly at the head teacher's discretion based on their assessment and merits of each request.
3. If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'.
4. Absences to visit seriously-ill relatives or for a bereavement of a close family member are usually considered to amount to 'exceptional circumstances', but for the funeral service only, not for extended leave.
5. Absences for important religious observances are often taken into account but only for the ceremony and travelling time, again, not for extended leave. This is intended for one-off situations rather than regular or recurring events.
6. Schools may wish to take the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
7. Schools have a duty to make reasonable adjustments for pupils with special educational needs and/or disabilities.
8. Families may need time together to recover from a trauma or a crisis.
9. It is acceptable to take a pupil's record of attendance into account when making absence-related decisions.
10. It is important to note that head teachers can determine the length of the authorised absence as well as whether a particular absence is authorised.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

## **Appendix ii**

### **Information for class teachers**

Attendance should be recorded as pupils arrive from 8.45am and completed by 9am. After this point, pupils will be marked as late.

Class teachers are responsible for monitoring attendance in their class. Any concerns should be logged on My Concern.

Class teachers should work hard to promote and highlight good attendance.

If the MAT become involved concerning attendance of a pupil in your class, you may be required to attend meetings to share information about attainment and progress and the impact low attendance is having.