



### **Recognition**

Here at Discovery Primary School, we really appreciate the effort that both parents and children put in to achieve good attendance. We offer various individual rewards to show our appreciation and we also offer a super fun class treat to the top attending class each term.



### **Any concerns or questions?**

If you are concerned about your child's attendance or anything that may be happening at school then please get in touch with us. Our inclusion team Jane Waliszewski, Leanne Herring or Claire Freeman are always happy to help.

We do ask that if you have any concerns please do not keep your child off school, if you raise your concerns then we can resolve the issue without your child having to miss any school.

### **Useful Contacts**

**School Office:**

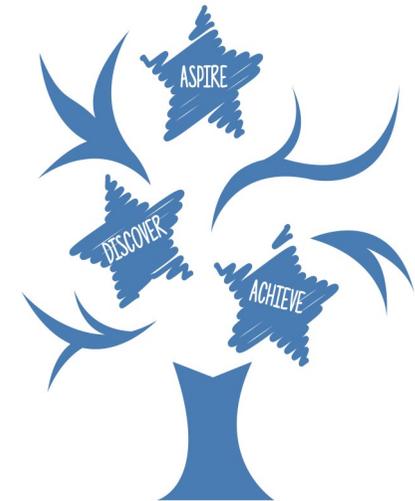
**01733 325001**

**School Nurse:**

**01733 758301**

**Department for  
Education:**

**[www.education.gov.uk](http://www.education.gov.uk)**



DISCOVERY PRIMARY ACADEMY

## **Promoting Positive Attendance**

**Everything you need to know**



## Leave of Absence Requests

If your child does need to have a day off from school, please submit a leave of absence request form, which



can be collected from reception. You will also need to also

submit all evidence. The request will be considered and a decision will be sent home with your child so please check their bags.

## Illness

If your child is poorly enough that they cannot come to school it is very important that you contact the school office. Please call 01733 325001 and leave a message on the absence line stating your child's name, class and what their illness is.

If we do not hear from you their absence will be recorded as unauthorised and a member of the inclusion team will do a home visit on the third day of no contact.



- ◆ When a child only attends 90% of school they will miss four weeks of learning
- ◆ When a child only attends 80% of school they are missing on average 1 day a week
- ◆ If a child is 15 minutes late every day this will result in them missing 2 weeks worth of learning.

When a child has good school attendance they are happier and more confident in their school life. We ask that as parents you support them in having the best attendance possible.

## Persistent Absentees

Any child who has missed more than 10% of school is a persistent absentee, unless they have a medical issue or an exceptional circumstance. Any child who has is persistently absent will have to provide proof from a doctor every time they miss school. If they do not

provide adequate proof then

**FINED!**

the local authority will request a Fixed Penalty Notice.

## Holidays

Changes in the law mean that no holiday will be authorised unless there are *exceptional* circumstances and these are very rare. Please if you are thinking of taking your child on holiday please submit a Leave of Absence request and remember it is



unlikely it will be authorised.