



# 'Attend today and achieve tomorrow'

## *An attendance guide for parents*

Good attendance is key to success both educationally and beyond. For this reason, we aim for 100% attendance.

Attending school every day means:

- learning new knowledge and skills
- making friends
- building lasting relationships
- having fun
- developing confidence

It is imperative that we work together to establish good habits and ensure our children attend school all day every day unless they are too ill to do so.

Our schools have developed engaging curriculums that make learning both fun and meaningful. We want our children to attend regularly to make the most of the opportunities on offer.

If you have any concerns with regard to your child's attendance, please contact the school office.

The full attendance policy can be found on our school web site.

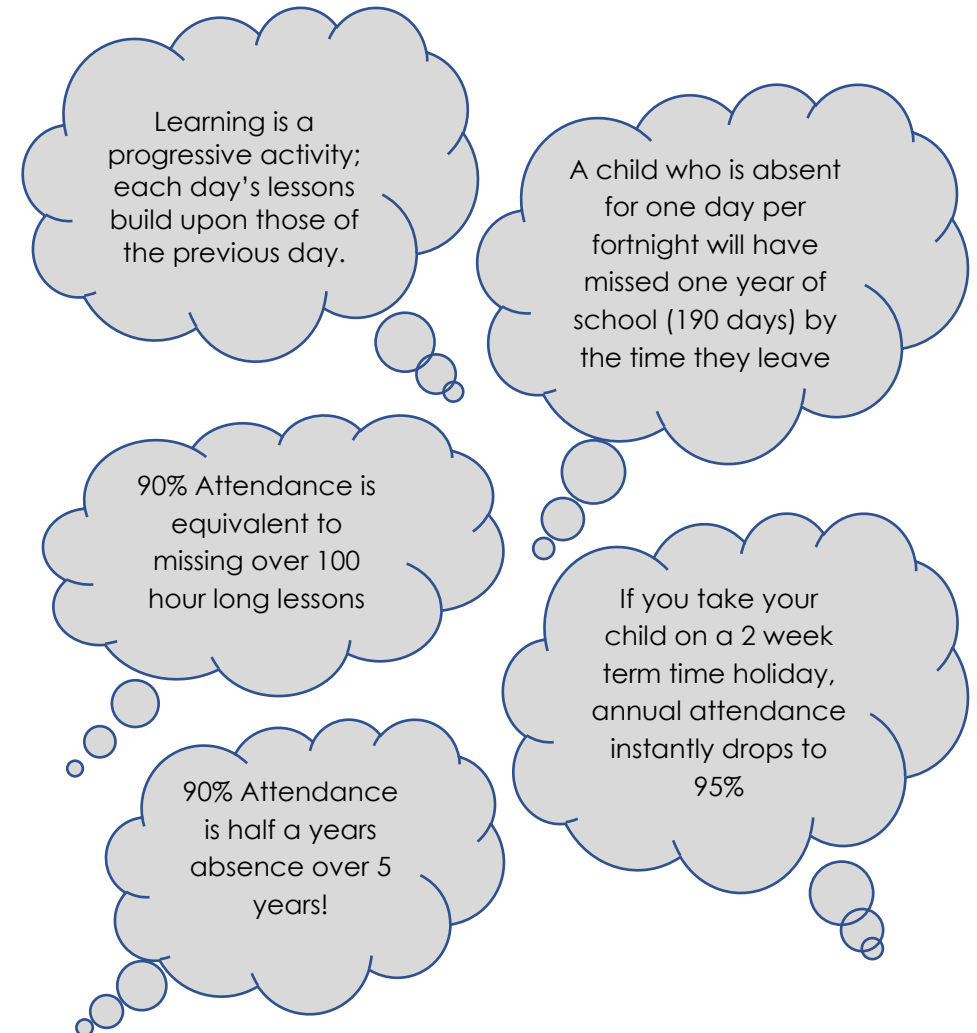
Remember, you have;

### **190 School days in each school year:**

190 days spent in school improving your child's education & life chances

### **175 Non-School days in a year**

175 days to spend on family time, visits, holidays, shopping, celebrating birthdays and household jobs etc



### Attendance at 96% or above

- Fantastic, your child is getting the most out of their school experience

### Attendance between 90% and 96%

- Concerns are beginning to be raised. We will be contacting you to express concerns and offer support
- We may expect to meet with you to explore attendance concerns further
- Medical evidence may be requested in order to authorise any further absence

### Attendance below 90%

- We have serious concerns about your child's attendance
- We will request you attend an attendance panel meeting with leaders and our attendance governor to develop an action plan for improvement
- Our local authority attendance officer will become involved and you risk legal action being taken
- Medical evidence will be required in order to authorise any further absence

## Holidays during term time

Regulation 7 of The Education Regulations 2006 was amended in 2013 prohibiting the proprietor of a maintained school (Head Teacher) to grant any leaves of absence during term time unless there are exceptional circumstances.

This means we cannot authorise any holiday requests during term time. This means any holidays taken during term time are unauthorised and could result in a penalty notice being issued.

## School procedures for absence

A child being absent from school without reason is not just an attendance issue, it is also a safeguarding one.

It is your duty to contact school to inform them by phone or in writing of any absence. We need you to provide all necessary information to enable us to code the absence correctly. Simply saying your child is sick or ill is will not be accepted.

If your child is absent and we have not heard from you we will follow the procedures detailed in the image (right).

## Punctuality

There is a link between poor punctuality and achievement

If you arrive 30 minutes after the register closes your child will have an unauthorised absence mark for the morning session

Parents must call the school office before 9am to report absence

If we have not heard from you, we will attempt to call you

If we are unable to reach you, we will use other known contacts to establish your child is safe

If we still have not received a reason for absence by the start of the second day of absence, we will undertake a home visit

If we are still unable to make contact we may contact the police and ask them to undertake a welfare check, or make a referral to social care.

Minutes late each day	Approximate days lost across the academic year
3 minutes	5 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days