

### The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

### Help and Support

School is here to help and we want to help you and your child/children to achieve good attendance.

Attendance is tracked on weekly basis. Pupils who have 100% in a week receive a sticker. The overall class winners look after Pudsey Bear!

If you need help with attendance you must talk to the school about it as soon as possible. Where there are concerns with attendance, an attendance meeting will be scheduled with the Head teacher and an attendance contract may be required. We work with families to improve and sustain good attendance. Attendance is everybody's responsibility.

Sometimes, school may need to involve other services to help. The school and Local Authority want to help you if you have a problem.

If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

Please speak to Miss Overfield if you need help with supporting good attendance for your child.

Please sign and return to school

**Childs Name:** \_\_\_\_\_

**Parents Signature:** \_\_\_\_\_

## Attendance Policy

Essential Information for parents

2023/2024



**Expected attendance: 96%**

Attendance Lead – Miss Overfield (Head teacher)

Attendance Governor – Mrs Jones (Deputy Head teacher)

### **Attending school is very important**

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.

#### **Lateness**

The register closes at 9am. If your child arrives after this time, they will receive an unauthorised absence mark.

#### **If your Child Is Absent You Must:**

- Contact school on each day of absence before 9:15am and provide reasons for absence.
- Keep school informed on a regular basis if your child is absent for a long period.
- Follow coronavirus procedures – to ensure students, staff and our community can stay safe.
- If we have not had contact regarding an absence we will make contact with parents/carers to find out the reason and check pupil's welfare.

**Failure to do these things may result in your child's absences being unauthorised.**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence

#### **Unauthorised Absences**

If your child has 10 unauthorised absences in 12 weeks, a referral to the Local Authority will be made.

#### **Medical Appointments**

If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. Proof of medical appointments must be shown. If your child is well enough to go back to school following the appointment they should do so.

#### **Medical Evidence**

If your child has 3 separate absences in a half term, we may require medical evidence.

If you are asked for medical evidence you will need to provide copies of GP appointment cards or letters, medication details or other relevant information.

#### **Holidays/Leave of Absence**

Please submit a letter in writing to the school. This can be found on the school website or contact the office. Holidays are unauthorised and a warning will be issued. Unauthorised leave may result in a Fixed Penalty Notice (fine) or court prosecution. For holidays over 7 days, a referral will be made to the Local Authority, which will result in a Fixed Penalty Notice.

#### **Persistent Absence**

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for Enforcement Action. Severe absence is below 50%.

As a school we always work with parents/carers and the child to try and avoid absence falling below 90%. We do this through open and honest communication. Our aim is to improve attendance.

