

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.

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.

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! Classes with 100% in a week, received a treat!

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.

Attendance Policy

Essential Information for parents

2025/2026



Expected attendance: 96%

Attendance Lead – Miss Overfield (Head teacher)

Attendance Governor – Mrs S Meek

Establishing strong attendance habits from the beginning of the school year is vital and regular and punctual attendance is essential for your child's academic progress, personal development and wellbeing. While we understand that some absence is unavoidable, it is vital that we work together to minimise time away from school. Every school day matters.

Lateness

The school day starts at 8.45am. 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 9am and provide reasons for absence.
- Keep school informed on a regular basis if your child is absent for a long period.
- Follow illness 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. We may make a home visit if we do not make contact.

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, lateness after the register closes, illness without medical evidence, a pattern of days or reasons.

Unauthorised Absences

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

Examples of unacceptable absences: days out, holidays, parental work commitments, parental illness.

Mild Illness – When pupils should still attend

- Headache
- Mild sore throat
- Cold
- Tiredness
- Period Pain
- Mild Hay fever
- Toothache (if awaiting an appointment)

Parents/carers can come to school to give medication through the day. School can only administer prescribed medicine which is given 4 x daily.

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.

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. In these circumstances, the school may need to create an attendance contract to try and support improved attendance.

When a child is absent for 15 days or more, the school must inform the Local authority. If a child is absent for over 2 weeks with authorised absence, the school will need to arrange to make a home visit for our own safeguarding purposes.

Where attendance drops below 90%, medical evidence will be required for subsequent illness-related absences, such as a prescription, appointment card or note from a health care provider.

Holidays/Leave of Absence

Please fill out a Leave of Absence form and hand into school 2 weeks prior. 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 of 5 days or more, a referral **will** be made to the Local Authority, which will result in a Fixed Penalty Notice.

For further information please see DCC website -

<https://www.durham.gov.uk/article/2208/Holidays-in-term-time>

Support

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.

Graduated Support response:

94-96% - Monitoring / Communication via telephone and regular text updates

90-93% - Targeted support and parent/carer contracts / Teacher mentoring

Below 90% - Attendance Meetings / Possible Local Authority referral / Early Help support / Bespoke interventions to support pupil and parent / Home visits

Below 50% - Intensive Intervention including home visits, external agency involvement (Piece of Mind Team / School Nurse / Early Help / PCSO) / Safeguarding concerns

