

Guidance on School Absence

Reporting Absences

- If your child is absent from school, you must telephone the school on the first day of absence, to advise us of your child's absence. If the phone is not answered please leave a brief message including your child's name, class and reason for absence. Messages are checked daily
- If your child is absent for three consecutive days, please telephone the school again to provide an update on your child's absence
- The school has a duty to safeguard all pupils that are currently on roll, and we may conduct a home visit to ascertain the wellbeing of your child

The table below shows how attendance can affect progression over a school year:

Attendance Category	Number of absences over a school year	Impact
Above 97%	Less than 6 days absence	Children in this group will have the opportunity to achieve the best grades they can, leading to better prospects for the future. They will also get into a habit of attending school which will help in the future.
95%	10 days absence	Children in this group are likely to achieve good grades and form a habit of attending school regularly. If a child's attendance drops below 95%, their attendance will start to be monitored to help parents/carers to improve it.
90%	19 days absence	The Government classes children in this group as 'Persistent Absentees.' Parents of children in this group may be referred to the Educational Welfare Officer and/ or be liable for a Penalty Notice.
85%	29 days absence	Children in this group will have missed the equivalent of a month of school work. They may struggle to catch up on school work and find it harder to interact with their peers, which can affect both their attainment and social skills for the remainder of their time at school. Low attainment can reduce their prospects for the future. Parents of children in this group may be referred to the Educational Welfare Officer and/ or be liable for a Penalty Notice.

Medical Appointments

- If your child has a medical appointment of any kind (doctor, dentist, hospital or opticians) please bring in either the appointment card or appointment letter to confirm this
- For morning or afternoon appointments, we encourage you to bring your child into school for the remainder of the day
- If you need to take your child out of school to accompany you or another family member to a medical appointment, this will be an unauthorised absence
- If your child is absent for four consecutive days we would expect them to have been seen by a doctor. For illnesses of this length we will ask to see medical evidence
- If we notice that your child has frequent sickness, we may ask to see medical evidence to authorise any further absences from school

Medical evidence can be provided in the form of:	
A prescription	Medical appointment card/ letter/ reminder text
Medicine labels	Discharge notice from a medical centre
Printed call log from your GP surgery	

Late Marks

- Our doors open and our school day starts at **08:45am**
- Our registers are called at 09:00am
- We close our registers at 09.15am. If your child arrives after this time without a valid reason, it is marked as an unauthorised absence

Holidays

- Schools are open for education for 190 days within the school year, leaving 175 days for family holidays to be taken
- We will only grant a leave of absence request if there are exceptional circumstances
- Family holidays taken during our term time, due to differences in term dates with other schools, will not be considered as an exceptional circumstance
- If you are considering taking your child out of school during term time for any reason, including weddings or religious celebrations, please complete a leave of absence form in advance. We will respond to notify you ahead of time if the absence is authorised or not

Information for you to be aware of after your child turns five years old:

Penalty Notices

- At the start of the term after your child turns five years old, their attendance at school will become mandatory
- You may be referred to our Educational Welfare Officer, Mrs S. Seegobin, and be liable for a Penalty Notice for any unauthorised absences from school
- If your child frequently arrives late after the close of registers you could be referred to our Educational Welfare Officer, Mrs S. Seegobin, and/ or be liable to a Penalty Notice
- Penalty Notices are used as a deterrent to prevent a pattern of unauthorised absence (absences which have not been agreed by the school) or for lateness (children who arrive late after the register is closed.) This shall be for the sum of £60 if paid within 21 days rising to £120 thereafter, until final deadline of 28 days. Non-payment of a Penalty Notice may result in prosecution