

**Sam  
and  
Sammie**

# **School Attendance Matters**

Your questions answered



**Every minute counts**

# What is an '**Authorised**' absence?



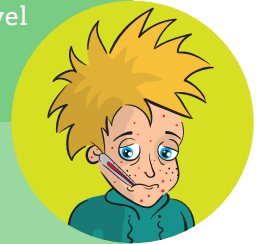
Please try to make medical appointments after school. If this is not possible, absence will be authorised for the duration of the appointment.



Family bereavement.



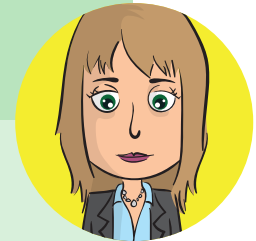
Pupil's personal illness. If a pupils attendance falls below an acceptable level the absence will not be authorised.



Religious observance.



A holiday which has been authorised by the Head Teacher.



If you think you might need to take your child out of school for any reason, discuss this with the school as soon as possible.



# What is an '**Unauthorised**' absence?



Illness of any other family member or caring for someone.



Days off for birthdays.



Holidays taken without prior approval from the headteacher.



Any other time which has not had prior approval from the headteacher.



If your child is over 30 minutes late for registration then this will be classed as 'U' - Unauthorised Absence.



Shopping excursions for shoes and clothes for example.



# Parental Responsibilities

**If you have any issues/concerns which are affecting your child's regular attendance and punctuality at school, please speak to a member of school staff.**

Please do this as early as possible so that we can support/help you to ensure that your child's attendance does not become a matter of concern.



**You must complete a holiday request form from school prior to any holiday being taken.**

It is important that a form is completed 4 weeks prior to the holiday to enable the headteacher to consider your request. Holidays will not be authorised except in exceptional circumstances

- ✔ Please try to avoid taking holidays during school time.
- ✔ Please ensure that your child is on school site at least 5 minutes before the bell for morning registration.
- ✔ Please make sure that your child attends school regularly and on time.
- ✔ Please do not condone any absences for reasons other than those under "Authorised Absence".
- ✔ Please contact school as early as possible on the first day of any absence.



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# The Law on Attendance



- The Education Act 1996, section 444(1) states that if a child of compulsory school age who is a registered pupil at school fails to attend school regularly, then his or her parents/carers are guilty of an offence.
- Teachers have to complete class registers daily and these are legal documents.
- Any absence from school must be marked as "Authorised" or "Unauthorised" absence.
- The law states that only the headteacher or nominated school staff can authorise absences - NOT parents/carers.
- Unexplained absences or significant numbers of absences will be unauthorised, even if condoned by parents/carers.
- All school absences have to be reported to the Local Authority and Government.
- School liaise closely with the Local Authority Attendance and Pupil Welfare Service. Continued unauthorised absences can lead to legal action being taken against parents/carers including: **Curfew Orders, Fixed Penalty Notice, Up to a £2000 fine, Community Service, Court Appointed Parenting Orders and Imprisonment.**

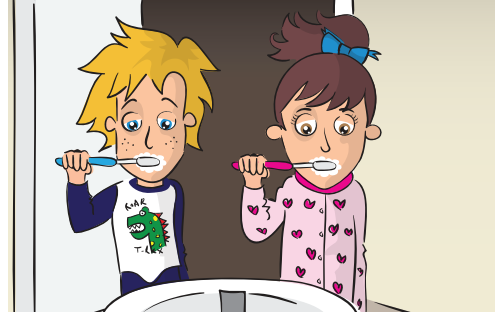


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# Why is it important to attend school regularly?

**It is very important that your child regularly attends school and arrives on time.**

You should create a routine that ensures your child arrives on time. This ensures your child feels included and does not miss important parts of the school day.



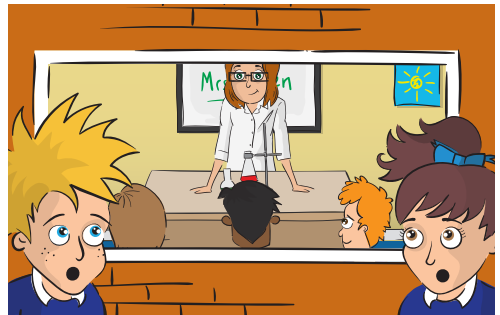
**It is a LEGAL requirement that your child attends school regularly.**

You may be at risk of prosecution or fixed penalty notice if your child does not attend school.



**Education gives your child the best start in life.**

If they do not attend school regularly they will miss important lessons and may find it difficult to catch up.



**It can affect a child's overall performance within school.**

It has been proven that children who do not regularly attend school fail to achieve at the same level as a regular attendee.



# Handy Tips to help Attendance & Punctuality

## Routines:

- Be prepared to have school items to hand and ready the night before.
- Have a breakfast routine in place.

## How can you help?

- Talk to your children about school, so they are aware of your support and interest in their achievements .
- Wherever possible attend parents evenings, assemblies and sport events.
- Talk to your children about school, so they are aware of your support and interest in their achievements .
- Talk to school staff or other parents, you will be surprised how many people can help if need be.
- Be consistent. Maintaining regular school attendance from the start will ensure less chance of refusal/absence in the long term.



**Please remember,  
Good Attendance  
will be rewarded!**

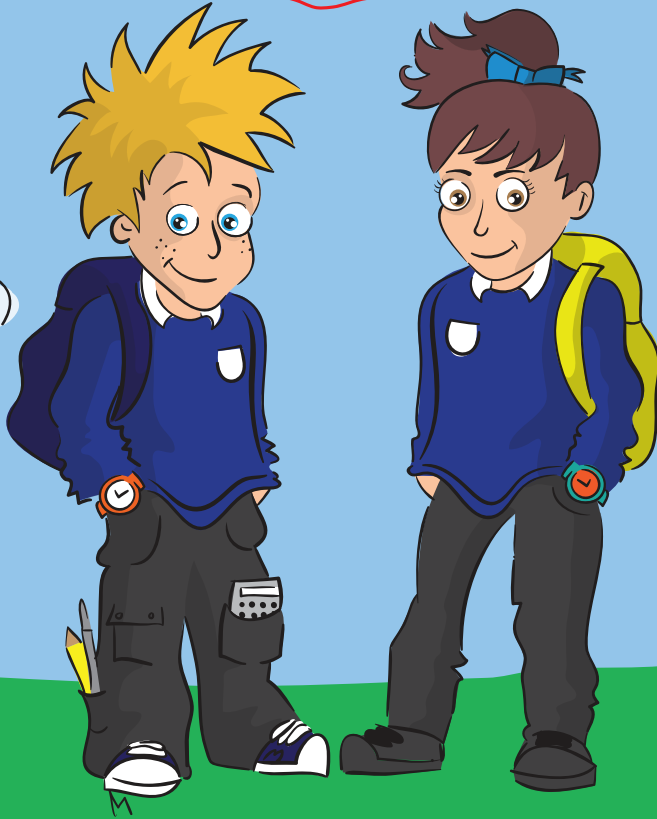


- Your child could be rewarded with termly and annual attendance certificates as well as other rewards.
- Your child will gain life long social and work skills by attending school regularly and on time.
- Schools may provide incentives for the class with the best attendance at the end of the school year.
- Your child will be confident and able to more easily achieve their full potential.



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# Sam and Sammie



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