






There are normally 190 days in a school year, which leaves **175** days to spend on family time, shopping, appointments etc.

190 DAYS 100%	183 DAYS 96%	179 DAYS 94%	175 DAYS 92%	More than 18 days absence less than 90%
				
Very best chance of success	Off to a flying start	Less chance of success	Harder to make progress	Persistent Absentee <small>(Not fair on your child)</small>

HELP! I'm worried about my child's attendance.

Need help improving your child's attendance at school? Please speak to your child's class teacher or a Senior Leader who will be able to help.

Your legal responsibility

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at Magistrates' Court.

What is a Fixed Penalty Notice?

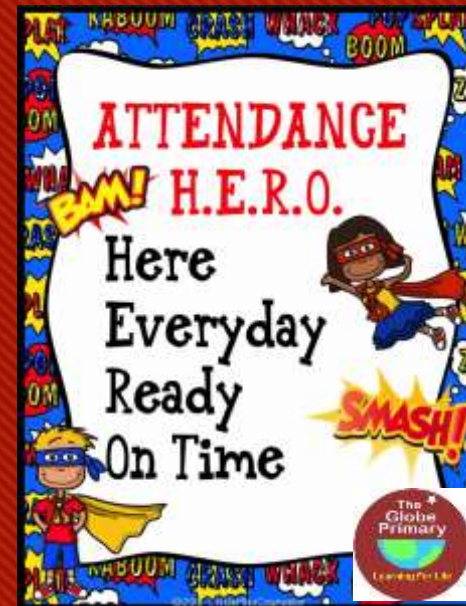
A Penalty Notice fine can be issued for two reasons:

If a holiday is taken during term time without the permission of the Headteacher or if a pupil has unauthorised absence from school and the parent/carer fails to cooperate with school staff and/or other professionals to improve the situation

What are the fines?

£120 per parent/carer reduced to £60 if paid within 21 days. If the £120 is not paid within 28 days a summons can be issued to appear in Magistrates' Court. The Local Authority can decide whether to issue a summons to a Magistrates' Court instead of a Penalty Notice fine.

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GETTING YOUR CHILD TO SCHOOL ON TIME

Aim for 100% attendance each day

Their future is in your hands...



Get your child to school on time, every day!

There is a link between good school attendance and high levels of attainment. Regardless of the reason, if your child is absent from school it will impact on their learning. Parents and carers are legally responsible for ensuring their child attends school on time, every day.

Punctuality

It is important that your child attends school every day and on time. Arriving late to school is unsettling for children.



Routines

One way to ensure your child attends school on time every day is to establish a good evening and morning routine.

Mornings can be hectic, so prepare as much as possible the night before.



Absence during Term Time

Children must attend school every day whenever possible and must not be absent from school for day trips, shopping, birthdays, baby sitting or parent/carer or sibling illness.

Unauthorised Leave in Term Time (Holidays)

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods.



Requests for leave due to exceptional circumstances preventing the period of leave being taken during the school holidays must be made in writing to the Headteacher.

Fines of £120 per parent/carer (reduced to £60 if paid within 21 days) may be issued by the Local Authority where unauthorised leave has been taken during term time.

Medical appointments

Where possible all medical appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. We are unlikely to authorise time off school if medical evidence is not provided.

Too ill to attend school?

Children can still attend school with minor ailments (toothache, headache, stomach ache, cold, sore throats) as over the counter medicines can be given before school. We will contact you if they become too ill to attend school. Children must stay off school for 48 hours if they have diarrhoea or vomiting.

If you are unsure how long your child should be absent with an illness, please speak to the School Office, your doctor or your pharmacist for advice.

Reporting Absence

It is a parent/carer's responsibility to notify the school if their child is absent. A reason must be provided.

Persistent Absence

Any child with attendance below 90% regardless of the reason for the absence is considered to be a persistent absentee. This equates to just 2 days each month.



Is your child a persistent absentee?

Statistics show that persistent absentees are less likely to achieve their full potential and it can affect a child's future prospects including national test grades.

Support

Please contact the school on 01903 854970 if you are worried about your child's attendance. We want to help!

