



September 2018

ATTENDANCE

Dear Parents/Carers,

Your child's attendance is as important to us as it is to you. Good attendance is the key to your child fully accessing the curriculum, feeling secure in school and enjoying lasting friendships with their classmates. All children have a legal right to a free, **full-time** education.

The Department for Education (DfE) expects pupils attendance levels to be 96% or above. The school will inform you if your child's attendance is falling to an unacceptable level and we are required by the local authority to report low attendance to the Attendance Officer. Should further action be necessary, the school will consult with parents/carers as we would rather avoid taking this route.

- Parents **must** ring the school on the day of absence – so a reason can be put in the register. If no reason is given then the absence is recorded as 'unauthorised'. Unauthorised absences may result in further action being taken. Please consider every absence, is it necessary?
- Parents **must** keep in touch with the school if absence is more than one day, although we ask for your child to stay away from school for 48 hours after their last bout of vomiting or diarrhoea.
- If your child is suffering with recurring illnesses, you may want to consider talking to your GP or the School Nursing Team, as medical evidence will be required.
- There is an expectation for your child to attend school on time, if your child arrives at school late, this will be marked as such. Children can feel very uncomfortable arriving late in their class as it disrupts the other children and they often miss the input they need for the rest of their lesson.

- If your child arrives at school once the registers have officially closed, they will be marked as absent for the entire morning session.
* Your school office can let you know all relevant times specific to your school*
- If your child feels unwell in the morning and you are not sure if they should come to school, **trust us**, we will send them home if they are acting out of character or they are distressed. If your child feels unwell or is physically injured in some way, we can help, come and speak to us. Medication (prescribed or otherwise) can be given at school, although a permission form must be filled out by the parent/carer.
- Holidays are not an entitlement and should be discussed with the school before booking them. The school day consists of two sessions a day, nine sessions of absence will likely result in a Fixed Penalty Fine being issued.
- Letters and telephone calls and sometimes meetings will be actions the school will take to inform and advise you if your child's attendance begins to lower. An attendance level of 90% or below will be a concern to the school. If your child's attendance level lowers to 88% or below, the school will ask for medical evidence for any absence for the rest of the school year. Without medical evidence the absence will not be authorised, further unauthorised absences may result in legal action being taken.
- Your child is in school for 190 days of the year, 175 days are left for holidays, appointments and visiting family. Absence from school will impact on your child's education.

If you wish to discuss your child's attendance or there are particular circumstances of which the school needs to be aware relating to your child's attendance, please contact Mrs Craig.

Thank-you for all your support.

Eileen Craig
Attendance and Pastoral Lead
The Heart Education Trust