

## School Attendance Policy for Parents

### Your child should come to school every day

- Receiving a good full time education is the best possible start in life for your child
- Excellent attendance and punctuality is encouraged and rewarded
- If your child **has** to miss school you must inform the school **as soon as possible** on the **FIRST** day of any absence
- Doors open at **8.30am** and children should enter the classroom promptly, put their bags and coats away and start their morning activity
- **Doctor/dentist appointments should be made outside school hours wherever possible and the school notified in advance. If appropriate, children should attend school before the appointment and return after the appointment**

Our **School Secretary**, monitors attendance and will liaise closely with parents who need support and advice. Please approach her between 8.30am and 4pm if you need help with attendance issues.

### The Law, Penalty Notices and Fines

- Parents of children between 5 and 16 years are legally bound to ensure their child receives an appropriate full time education; ie regular attendance at school of their child
- Penalty Notices can be issued to parents whose children have had unauthorised absences of 5 days or more over a 12 week period and who have not co-operated with the Education Welfare Service. This includes unauthorised holidays during term time and children picked up on Truancy Patrols. The fine attached to a Penalty Notice is **£60** if paid within 21 days, rising to **£120** after that.

### Holidays During Term Time

- These will only be authorised in very exceptional circumstances and applications must be made in writing at least four weeks prior to the leave.

### Unauthorised absences

Children are not allowed to be absent from school for the following-

- Going shopping
- Birthdays
- Day trips
- Looking after brothers and sisters

We carry out regular checks of our registers and identify any unauthorised absences and high numbers of sickness absences. The school may decide to contact you to discuss your child's attendance and, where unauthorised absences are concerned, will decide whether a Penalty Notice is appropriate.

### Lateness

Children should arrive at 8.30am. A *late* mark will be given after 8.40am and if your child arrives after 9am an *absent late* mark is given which is an unauthorised absence.

### Partnership

If you have any concerns about your child's attendance please let us know. We will do our best to help. Regular communication between school and parents is essential so that any problems can be quickly identified.

Attendance achievements are published on our website.

The suggestions of parents and children about how to encourage good attendance are always welcome.



**SCHOOL NAME:**

**APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME**

Time off school for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to your child's school **AT LEAST FOUR (4) WEEKS** before the date when you want the period of absence to start. You may be required to attend an interview to discuss this request with the Head Teacher or other senior member of staff and/or produce supporting evidence for your request. (A separate application must be completed for each child)

Child's Full Name:.....

DOB.....YearGroup.....Class/Form.....

Address.....

Period of Absence: From.....To.....(inclusive)

Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it MUST be in term time)

Name:..... Relationship to child:.....

(Applicant must be the parent carer the child normally resides with)

Signed:..... Date:.....

***If you have other children in the family of school age please give details (Use additional sheet if necessary)***

Name .....	D.O.B. ....	School Attended.....
Name .....	D.O.B. ....	School Attended.....
Name .....	D.O.B. ....	School Attended.....

**Application for Leave of Absence During Term Time Return Slip**

To: Parent/Carer: An appointment has been made with .....

to discuss this request on date .....& time.....

Permission has / has not been granted for .....

to be absent from school for..... days from .....to..... (inclusive)

Reasons given (if appropriate) .....

Signed:..... Date:.....

Headteacher/Head of Year

***Please Note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.***