

# Top Tips For Parents

## Attendance



### DID YOU KNOW?

### The law

Every child of compulsory school age has the legal right to a full-time education that is suitable to their age, aptitude, and any SEND they may have. Parents are legally required to make sure their child receives this education by attendance at school or by education otherwise than at school. Where a parent decides to register their child at school, there is an additional legal duty on them to ensure their child attends the school regularly – this means their child needs to attend every day the school is open, except in certain circumstances.

### School Attendance Policy

Visit our school website, where you will find our attendance policy. This will provide further information regarding our procedures.

### Absence Request

The school will only grant a pupil a leave of absence in **exceptional circumstances**. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

### Absences - What YOU must do:

- ✓ Try to telephone the school before 9am **each day** of your child's absence.
- ✓ Tell the school in advance, of any medical appointments and bring in appointment cards/letters.
- ✓ If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
- ✓ Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.
- ✓ If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

Remember – holidays will **not** be authorised during term time.

### What WE will do:

- Check your child's attendance **every day**.
- Phone home to discuss your child's attendance with you.
- Invite you into school for attendance meetings if we are concerned.
- If we cannot establish a reason for absence, then we may make a welfare home visit.

### Fixed penalty notices

Fixed penalty notices are served on parents where they have failed to ensure that their child of compulsory school age regularly attends the school.

Fixed penalty notices can also be used by where the pupil's absence has not been authorised e.g. holiday during term time, and the absence constitutes an offence.

### Fixed penalty Fines - Changes

Parents meeting the requirements for a penalty notice will only be allowed to receive **2 penalty notices for a specific child in a rolling 3-year period**. The second penalty notice in a 3-year period will only be payable at the higher rate of £160, there will be no option of a reduced amount. Should the parent meet the requirements for a 3rd time in 3 years then the authority will consider taking other legal interventions that are available, relative to the needs of the case.

### Not sure if my child is well enough?

[Is my child too ill for school? - NHS](#)

It can be tricky deciding whether or not to keep your child off school when they're unwell. Click on this link to find out more.

### Track your child's attendance



Download the app where you will be able to see your child's attendance on a daily basis.

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### Top tips for parents and carers

1. Talk to your child about how important it is to attend school every day.
2. Open communication about your child's day. For example, how was your day? What did you do today? What was your favourite lesson?
3. If your child is trying to avoid school find out why by opening the lines of communication and reach out to school for support.
4. Help your child to keep to routines, for example in the morning and evening and for homework.
5. Where possible, arrange medical appointments outside of school hours and ensure your child attends school before or after appointments.
6. Encourage your child to take part in after school and extra-curricular activities.
7. Discuss any changes in behaviour or presentation with a member of the pastoral team as soon as possible.
8. Let the school know in advance if your child is going to be absent.
9. Post the school calendar and times of school day on your refrigerator or another prominent place.
10. Ensure that school has up to date contact details for you.
11. Remember that habits are formed early.

### The Impact of Attendance

Percentage Attendance	Number of School Days Missed	Impact	What school will do
<b>100% - 96%</b>	0 – 7.5 days	<p>Pupils who reach an attendance target of 96% or above have the best chances to:</p> <ul style="list-style-type: none"> <li>- achieve outstanding progress</li> <li>- access the best potential opportunities both in school and post 16</li> <li>- develop personally and socially</li> </ul>	Pupils will receive a half termly certificate for 100% attendance.
<b>95% - 91% Concern</b>	9.5 – 18 days	<p>An attendance percentage at this level is a cause for concern. Pupils could:</p> <ul style="list-style-type: none"> <li>- underachieve in some or all areas of study.</li> <li>- have difficulties accessing all available opportunities in school</li> </ul>	<p>Parents of pupils in this category are likely to:</p> <ul style="list-style-type: none"> <li>- be invited in to discuss their child's attendance and what support might be deployed to improve attendance</li> <li>- receive Statutory action where absences have been recorded as unauthorised</li> <li>- receive half termly correspondence in relation to attendance expectations</li> </ul> <p>Early help is always available to our pupils, parents, and carers. School is committed to multi-agency working to support families.</p>
<b>90% - 51% Persistent - Severe Absence</b>	19 – 97 days	<p>A pupil with an attendance percentage at this level is classed as a <b>Persistent Absentee</b>. They are likely to:</p> <ul style="list-style-type: none"> <li>- be at high risk of underachieving in all areas of study</li> <li>- have more difficulties accessing available opportunities both in school</li> <li>- be impacted socially by non-attendance at school</li> </ul> <p>School may link in with external agencies to discuss any safeguarding concerns that might be linked to attendance.</p>	<p>Parents of pupils in this category could be:</p> <ul style="list-style-type: none"> <li>- be invited to an attendance meeting with the headteacher to discuss concerns and implement support. An attendance support plan could be completed.</li> <li>- be asked to provide evidence to support their child's absence</li> <li>- receive statutory action where absences have been recorded as unauthorised.</li> <li>- receive half termly correspondence in relation to attendance expectations.</li> <li>- be visited at home more regularly to discuss absences</li> <li>- be referred to external services to address any wider concerns that may present</li> </ul> <p>Early help is always available to our pupils, parents, and carers. School is committed to multi-agency working to support families.</p>