

Aim High // Work Hard // Achieve Together



## A graphic illustration of ten stylized hands raised in a gesture of agreement or voting. The hands are arranged in a slightly overlapping row, each with a different color: pink, blue, green, orange, purple, magenta, orange, green, blue, and purple. The hands are simple, flat shapes with visible fingers and thumbs, set against a plain white background.

# Attendance Matters.....



## Does your child get to school on time every day?

There is a link between good school attendance and high level attainment.

Regardless of the reason, if your child is absent from school it will impact their learning.

Parent/carers are legally responsible for ensuring that their child attends school on time every day.

## Routines

The easiest way to ensure your child attends school on time every day is to establish a GOOD MORNING ROUTINE.

If mornings are hectic in your household, prepare as much as possible the night before.

## Punctuality

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

### Did you know?

**10 MINUTES LATE EVERY DAY = 33 HOURS LOST LEARNING EACH YEAR**

## Medical Appointments

Ensure that, where possible, hospital, doctors and GP appointments are made outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum, and medical evidence may be required.

## Reporting Absence

It is a parent/carer's responsibility to notify school if their child is absent. A reason for absence **MUST** be provided.

## Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat). Over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be 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, speak to the school office, your doctor or pharmacist for advice.



# *Their future is in your hands.....*



## Absence during Term Time



Any child with attendance below 90% regardless of the reason of the absence, is considered to be a persistent absentee. This equates to just 2 days each month. Statistics show that persistent absentees are less likely to achieve their full potential

## Children must not be absent from school for:

- Looking after siblings or parents
- Going shopping
- Celebrating a birthday
- Oversleeping
- Fear of being late
- Going on a day trip without the school's permission

## Unauthorised Leave in Term Time (Holidays)

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

To request leave due to exceptional circumstances preventing the period of leave being taken during school holidays, please complete a Leave of Absence Form (with as much notice as possible).

Fines of £120 per child, reduced to £60 if paid within 21 days, may be issued where unauthorised leave has been taken during term time.







# 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?

The Anti-Social Behaviour Act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notice Fines to parents/carers of pupils who have unauthorised absences from school.



## A Penalty Notice fine can be issued for two reasons:

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

## What are the fines?

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

**If you are concerned about your child's attendance,  
talk to your child's teacher or headteacher.**

