



Quick-read Attendance Policy

For more detail, please read our full policy on the school website:
<https://www.abbeyfed.darlington.sch.uk/school-information/policies>

What time does school start and finish?

- Reception 08.45/09.00 - 15.00/15.15
- Years 1 and 2 08.50 - 15.15
- Years 3 and 4 08.55 - 15.25
- Years 5 and 6 09.00 - 15.30

How do I let school know about unexpected absences (illness or medical appointments)?

- Contact us via the Parentmail App
- Telephone School
- Email school on parents@abbeyfed.darlington.sch.uk
- Please let us know by 9.00 and contact school every day unless we know when your child will be back

How do I let school know about planned absences?

- Contact the school office and request a 'Leave of absence from school during term time' form
- Download the form from our website and return to school:
<https://www.abbeyfed.darlington.sch.uk/school-information/policies>

Who can I talk to if I am worried about my child's attendance?

- Your child's teacher
- Mrs Folkes
- The office staff

Did you know?

- **Our school attendance target is 96%**
- Attendance **below 90%** is judged as 'persistent' absence
- Attendance **below 50%** is judged as 'severe' absence

What is a persistent absentee?

- 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.

Which Senior Leader in school has responsibility for attendance?

Mrs Folkes



**Attendance
Matters**
...every school day counts!

What is school doing to encourage attendance?

- Making school a happy and welcoming place to be
- Class rewards
- Sharing class attendance totals half termly
- Informing parents about their child's attendance
- Spotting and working closely with families needing support
- Looking carefully at attendance data to spot patterns and areas to improve

What will happen if my child does not arrive at school and school does not know where they are?

- Office staff will text or ring you by 9.30
- If they can not reach you, we may also ring your emergency contacts
- We may need to contact external professionals, or if seriously worried, the police
- Any unexplained absences will be marked as unauthorised
- ***This is a very time-consuming and unnecessary process. Please notify us as early as possible (before 9.00am)***

When will the Local Authority become involved with my child's attendance?

- When a child's attendance is severe and not improving. This may result in a formal meeting, legal action and fixed penalty notice (fine), and a referral to Children and Family Services.

When will fixed penalties be issued?

- If holidays are taken in term time taking attendance below 90%
- If more than 10 sessions (5 days) are recorded as unauthorised in a 6 week period
- If support for attendance has been refused or has not been successful

There are 190 days in a school year, which leaves 175 days to spend on family time, shopping, appointments and other things.

