



## Attendance Expectations

### Frequently asked Questions

#### **What does "attending regularly" mean?**

Regularly attending school is vital to ensure pupils achieve good attendance. Attending school on a regular basis gives your child the opportunity to achieve their full potential as well as developing important life skills. Regularly attending school means attending at least 96% of the time or missing no more than one day per half term. We expect our pupils to attend at least 96% of the time meaning they only miss one week of schooling per academic year.

We monitor all pupil's attendance and will notify you as soon as there are any concerns to enable us to work together to support your child and avoid any legal intervention.

#### **What if my child is late for school?**

All pupils are expected to arrive at school on time. Doors open at 8:35am. All pupils are expected to enter through their classroom doors. Morning registration is at 8.45am. Pupils arriving after this time must enter through the school office, where they will be recorded as 'Late' on the register. Communicate with us: We are here to help! If you are having any issues or need any support, talk to us. We can work together. Notify the school office by 8.30am if your child is going to be absent or late that day.

#### **Can I remove my child for a family event or holiday?**

Holidays during term time are NOT authorised. Parents who remove their child for a holiday could face a penalty notice fine of £120 per parent per child. A Leave of Absence Request Form is available from the school office. This must be completed and returned before your child can be absent due to a family holiday.

#### **My child has a long-term medical condition that can prevent them from attending school regularly**

We want to support all pupils to enable them to access a full education. We will work closely with you and other professionals to ensure your child receives the correct support whilst in school. An individual health care plan may be put in place if necessary.

#### **My child is too ill for school what should I do?**

If your child is genuinely too unwell for school, please contact the school office before 8.30am daily to notify us of the reason for absence and their expected date of return. If there is another reason for their absence, please discuss with us and we will advise of the appropriate registration mark for that day.

#### **What is an unauthorised absence?**

An unauthorised absence is an absence the school does not deem as essential or reasonable. For example; family trips, birthdays, caring for siblings or oversleeping. These absences will be recorded in line with the schools Attendance Policy.

#### **What is medical evidence?**

Medical evidence can be either a medical appointment card or letter or proof of medication prescribed.

#### **My child has a medical appointment what should I do?**

Please advise the school office by phone or email and advise them of the appointment time including what time your child will arrive/be collected to/from school. We would encourage all parents/carers to make appointment outside of school hours where possible.

#### **My child doesn't want to come to school what should I do?**

We are here to help! Talk to your child to establish if there are any reasons for non-attendance. Very often they could be experiencing friendship issues, have a lesson that they don't enjoy or may be feeling anxious about something. Talking to them at their eye level and trying to understand their reasons will ensure we can act on this in the most appropriate way.

#### **Who can I contact if I am worried about my child's attendance?**

We encourage all parents/carers to talk to us if you are worried about your child's attendance. You can speak to Miss Gledhill or Mrs Fudge in the school office, Mrs Bartlett, Mrs Unitt or your child's class teacher, who will all be happy to help you.

#### **My child has been frequently absent without justifiable reason**

Our attendance team will investigate the reasons for absence and invite you to attend a meeting. If no improvement is seen further action will be taken which could include a referral to the local authority to pursue legal action. This could result in a penalty notice fine or prosecution through the magistrate's court.

#### **What is a penalty notice?**

A penalty notice is a fine issued by the Local Authority for failing to secure regular attendance to school or for removing your child for a holiday during term time. The fine is £120 per parent, per child, reducing to £60 if paid within 21 days.

#### **What if I don't pay?**

If full payment is not received within this time the local authority is required under the Act to commence proceedings in the Magistrates Court for the original offence of unauthorised absence by your child. If proven, this can result in fines of up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences. If found guilty the parent will have a criminal record.