

If your child has low attendance school has the following procedures:

- **Letter 1** will be sent to parents when attendance becomes a concern. School will closely monitor your child's attendance until it improves.
- **Letter 2** will be sent to parents when attendance fails to improve. No further absences will be authorised without medical evidence. Parents are invited in to school to discuss their child's attendance and to work in partnership until attendance is satisfactory.
- **A referral to the AWS** is made when attendance continues to be a serious concern and it falls below 90%

If your child is absent from school:

- Telephone /email the school or call into school on the first day to give a reason for your child's absence.
- If you are unable to contact school you must provide a note when your child returns to school.

If you have not contacted us:

- You will be contacted by telephone for a reason on the first day of absence.
- If the attendance officer is unable to contact you a letter will be sent home with your child when they return to school.
- If a reason for absence is not given within 1 week then the absence becomes unauthorised.

***We need to work together to enable your child to have good attendance.***

# Attendance Information for Parents



*Working Together to Improve  
Attendance*

### **Good attendance is important because:**

- We care about your child's education.
- Poor or irregular attendance will prevent your child achieving as well as they can.
- We want our pupils to make the most of the opportunities provided by school.
- The discipline of regular attendance teaches good habits for the future.
- The law states that you as parents are responsible for making sure that your child attends school.

We expect your child to be in school every day unless he/she:

- Is too ill to attend. (We can request proof of illness from your doctor if your child's attendance is already low)
- Has an **unavoidable** medical/dental appointment.
- Is taking an agreed leave of absence.

The above reasons make any absence **authorised**.

Please note;

- Authorised absences such as medical appointments or illness are counted as absences and are used to calculate your child's attendance throughout the year which is reported in their annual report.
- Parents need to complete a leave of absence form for any time away from school that isn't due to medical reasons.

Children **MUST** be at school by 8:45am otherwise they will receive a late mark. If they arrive after 9:20am they will be classed as late after registration. Regular lateness will be referred to the Attendance Welfare Officer.

### **The following reasons are not acceptable and will therefore make the absence unauthorised:**

- Taking a family holiday
- Sleeping in - please bring your child in to school as soon as you are ready.
- Staying off school because a sibling is poorly or off school due to training days.
- Staying in for deliveries or work being carried out at home.
- Keeping your child off because you are ill.
- Looking after younger children.
- Staying off to avoid organised trips in school.
- Taking your child to the hairdressers
- Keeping your child off because it's their birthday.
- Taking the last day of term off school.

### **Attendance Guidance**

99% - 100% = excellent

98% = very good

96% - 97% = average

95% = cause for concern, parents will receive letter 1

90% and below = child classed as a **persistent absentee**

85% and below = serious concern, will result in a referral to the Attendance Welfare Officer.

For any child to reach the expectation of 96% attendance they must only have up to **7** days absence throughout the academic year.