

## ATTENDANCE MATTERS!

Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school but helps them to keep and sustain friendships and enjoy the school environment.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

## MISSING SCHOOL, MISSING OUT!

Your child's school is there to support you, they understand the difficulties some parents can face and will work with you. Trust the experience of the class teacher and other school staff and share with them any concerns you may have.

If your child raises anything that concerns you, it is much better to raise it with your child's school, usually the class teacher, at the earliest opportunity.

Allow the school the opportunity to address any concerns or difficulties. This often can help put your mind at rest, know that your child is ok and doing well in school.

## SICKNESS ABSENCE

Most childhood sickness that prevents school attendance will be classed as authorised absence. Always let us know if your child is going to be absent by 9:00 am each day, through a telephone call. We will need to know the type of illness your child has that prevents them attending school. Our office staff will guide you as to whether your child needs to be absent from school all day and when they should be expected to return.

However, if your child is frequently absent from school due to sickness, we will ask that you provide medical evidence or we may have to stop authorising the absences. This does not mean that the school does not believe you or your child, but that we want to do the best for you by ensuring your child can attend school as much as possible, providing extra support such as accessing the school nursing team or initiating a medical action plan (MAP), if needed.

## MEDICAL APPOINTMENTS

Reduce absence due to medical reasons by making non-urgent medical appointments for your child outside of school hours. As a parent you can help keep your child's level of absence down by sending them into school every day and arriving on time. In many schools the registers will close ½ hour after the beginning of the start of the school day. Arriving after this time will mean your child is marked as having an unauthorised absence and this could lead to a fine being issued.

## ATTEND & ACHIEVE! *Information for Parents*



**In Staple Hill Primary,** we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their child to do this is by ensuring they attend school everyday and on time.

Good School attendance habits are best started early. Children learn from those around them and you, as parents, set the standards and expectations for your child.



*Learning Together to make a  
Positive Difference*

## EVERY SCHOOL DAY COUNTS!

As the parent you are responsible for ensuring that once your child is registered at a school that they attend regularly and punctually. Starting good habits earlier on is much easier than trying to change poor attendance habits, battling with your child to attend school and struggling to get out of the door on time. Be organised, have a plan, be consistent and involve your child.

School absence falls into one of two categories; Authorised, those which schools can give you permission for and Unauthorised, those which they will not. Examples of absences which the school is unlikely to authorise can include:

- ◆ Sickness of parent/other family member
- ◆ Inadequate clothing for school
- ◆ Child being used as a carer
- ◆ Problems with transport
- ◆ Non-urgent medical treatment
- ◆ School refusal
- ◆ Days off for birthdays, shopping trips
- ◆ Family Holiday



## ATTEND AND ACHIEVE!

Days off school = Days of lost learning

175 Non-School Days in a year to spend on family time/visits, holidays, shopping, household jobs and other appointments.					
190 school days in each year	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
190 days for your child's education	10 days absence	19 days absence	29 days absence <i>1/3 a term missed</i>	38 days missed	47 days absence
0	45 lessons missed	95 lessons missed	140 lessons missed	190 lessons missed	230 lessons missed
0 days missed	1 week & 4 days missed	3 weeks & 4 days missed	5 weeks & 3 days missed	7 weeks & 3 days missed	9 weeks & 1 day missed
100%	95%	90%	85%	80%	75%
<b>Good</b>		<b>Worrying</b>		<b>Serious Concern</b>	
<i>Best chance of success.</i>		<i>Less chance of success.</i>		<b>Not fair on your child.</b>	
<i>Gets your child off to a flying start!</i>		<i>Makes it harder to make progress!</i>		<i>Court Action!</i>	

*Please don't let your child miss out on the education they deserve!*

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## BE A H.E.R.O (HERE EVERYDAY, READY ON TIME)

Help support your child and your school by keeping absence rates down. Children who are frequently absent are usually those who fall behind and find it hard to keep friendships, which can lead to being unhappy in school.



### LEAVE OF ABSENCE

The Headteacher may only grant a leave of absence for **exceptional circumstances**. A family holiday and travelling abroad, is not considered to be an exceptional circumstance. Written requests will be considered on an individual basis but must be submitted, in advance.

There are 38 weeks in the year when schools are open, and 14 weeks (175 days) when families can visit family overseas; go on holiday; travel; pupils can take educational trips, attend non-urgent medical appointments, etc. So before requesting such an absence, ask yourself, is your request for leave an exceptional circumstance? If it isn't then the absence is likely to be unauthorised and you risk receiving a penalty notice if your child's unauthorised absences exceed 10 sessions within a 7 week school period .

*NB: The term parent/s is used to refer to all parents/carers throughout this leaflet.*