



INFORMATION & ADVICE  
FOR PARENTS & CARERS

PROMOTING  
EXCEPTIONAL  
STUDENT

Attendance

# YOUR CHILD'S EDUCATION IS EXTREMELY IMPORTANT

Regular attendance at school increases your child's chance of getting good qualifications and a good job.

Any absence means that children miss important school time – both educationally and for other school activities. It can be difficult for them to catch up on work later on.

## WHAT YOU CAN DO?

Ensure that your child attends school regularly and arrives on time. Lateness can be very disruptive for the class and your child. If your child is late after registration closes, this will be counted as an unauthorised absence.

*If your child is absent from school you must: As early as you can on the day of absence*

- Phone the school, or send a note
- Call at the school to notify them about the absence, the reason and expected return date
- Provide medical evidence due to illness at all times

*The reasons your child should not be kept away from school include:*

- Looking after brothers or sisters
- To mind the house
- To visit relatives
- For long weekend trips
- For shopping trips
- For birthdays
- For holidays during term time

## THE LAW

### YOU ARE RESPONSIBLE FOR:

- Ensuring your children receive a full time education
- Their regular attendance at school

As the parent or carer, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge. You run the risk of being issued with a Penalty Notice or being taken to court.

### THE LOCAL AUTHORITY MAY DECIDE TO PROSECUTE PARENTS IN INSTANCES WHERE THE ABSENCE IS UNAUTHORISED BY THE SCHOOL. IF THIS HAPPENS:

- Parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly
- Magistrates can also impose a Parenting Order, which means that the parent has to attend a counselling and guidance programme, usually a parenting class
- A Penalty Notice of £60 may be issued by the Local Authorities as an alternative to prosecution. This rises to £120 if unpaid after 21 days but paid within 28 days. Failure to pay will normally lead to prosecution

# TERM TIME HOLIDAYS

Please note: All absences on the last day of term will be unauthorised unless we have medical evidence. This will count towards the fine process.

## YOU SHOULD NOT EXPECT YOUR CHILD'S SCHOOL TO AGREE AN ABSENCE FOR A HOLIDAY IN TERM TIME.

The law states that parents do not have the right to take their child out of school for holidays during term time.

Recent amendments to school attendance regulations (which came into force from September 1st 2013), remove references to family holidays and extended leave and make it clear, that the Headteacher may not authorise any absence from school unless there are exceptional circumstances.

If you feel there are exceptional circumstances why your child needs to be absent from school, you should apply, in advance, by writing to the Headteacher explaining clearly the dates and reasons you are requesting leave of absence.

If the school refuses a request for leave of absence and the child is still taken out of school, this will be recorded as an unauthorised absence and noted in the child's record.

## YOU MAY ALSO RECEIVE A PENALTY NOTICE FOR THE PERIOD OF ABSENCE.

# WORKING TOGETHER

Working together with your school makes a difference for your child.

## HELP YOUR CHILD'S SCHOOL TO ENSURE THAT:

- Rules are observed
- Discipline is maintained
- Other students and school staff are respected
- All tasks and homework are completed
- Your schools buildings and facilities are cared for

## YOUR SCHOOL WILL INFORM YOU OF :

- The daily starting and finishing time
- Term and holiday dates
- Other days when the school will be closed

## YOUR SCHOOL WILL INFORM YOU IF :

- Your child is not attending
- Your child is frequently late
- Homework is not being completed
- Unacceptable behaviour in school

attendance  
**MATTERS**

# Can Attendance Make A Difference To Exam Results?

Greater than 95%  
Attendance

85% of pupils achieved 4+ in English and Maths when they attended more than 95%

85%

Less than 90%  
Attendance

45% of pupils achieved 4+ in English and Maths when they attended less than 90%

45%

Less than 80%  
Attendance

25% of pupils achieved 4+ in English and Maths when they attended less than 80%

25%

Based on 2018 GCSE results

## Just One Day Can Make A Huge Difference



Topics will be missed that might not be taught again that school year.

Notifications of, or actual assessments/ examinations may be missed.



It can impact socially as well as academically.

Ultimately poor attendance will lead to lack of progress in all areas.





# Every School Day Counts

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading.

## Key Point

Give your child the best start in life - every school day counts!

175

**NON SCHOOL DAYS A YEAR!**  
Days to spend on family time, visits, holidays, shopping, household jobs and other appointments.

190

**SCHOOL DAYS A YEAR!**  
You are expected to be in school for 190 days per year.

0

Days absence  
(190 school days)

100%

**Excellent Attendance**  
Best chance of success

6

Days absence  
or more

96.99%

**Satisfactory Attendance**  
Harder to make good progress

15

Days absence  
or more

92.99%

**Requires Improvement**  
Less chance of success

19

Days absence  
or more

Below  
90%

**Cause for Concern**  
Serious concern, possible prosecution.

## All absences from school affect your learning!

For some parents 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year - that's nearly 4 school weeks.



## Contact



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