

Attendance



You have a legal duty as a parent/carer, to ensure that your child attends school regularly and punctually.

If your child does not attend school regularly and on time, he/she may become isolated from their friends and fall behind with schoolwork leading to underachievement.

Why is it important for a child to attend school regularly?

- To learn.
- To achieve.
- To have fun and make new friends.
- To experience new things in life.
- To develop awareness of other cultures, religion, ethnicity and gender differences.
- To gain qualifications and new skills.
- To build confidence and self-esteem.
- To have the best possible start in life.

How to help your child:

- Make sure your child attends school regularly and arrives on time (before 9am). Start good habits at an early age.
- If your child does show some reluctance to attend school, please contact us immediately and we will support you with this.
- Take interest in your child's school work and support school staff in their efforts to control difficult or challenging behaviour.
- If your child is absent, please contact the school on the first day of absence informing us of the nature of the absence and every day of the absence.
- If you would like /need your child to miss school, e.g. for a religious festival please seek the school's agreement well in advance, by letter, giving full details. It is the head teachers discretion to decide whether the absence is exceptional circumstances and therefore to be recorded as 'authorised' or 'unauthorised.' The school will not agree to absences for such reasons as birthdays, visiting or looking after relatives and shopping trips.
- **Do not take family holidays during school term time.**

Illnesses:

Always try to send your child to school even if they feel a little under the weather e.g. runny nose, cough, tummy ache, headache. If they feel poorly at school we will take care of them and if we feel it necessary, we may call you and ask for them to be collected.

Children must not attend school if they have any infectious illnesses (please seek advice from your GP) e.g. Chicken Pox, Measles, Mumps etc. After sickness and diarrhea, please do not send your child back to school until 48 hours after their last attack of illness. This helps us to prevent the spreading of any infectious illnesses/diseases and we may have vulnerable staff/pupils or family members linked to the school.

If you could supply us with any proof of doctor's appointments, this would be beneficial if we were needing to help you with poor attendance issues. This could be an appointment card or showing us a text with the booked appointment on your phone.

Regular attendance also means punctual attendance:

Lateness leads to a poor start to the day for your child, work being missed and disruption for the _____

- The gates are open 8:45-9:00
- All children arriving after 9am will need to be taken to the office and signed in by the parent. They will be recorded as 'late' on the register.
- Children arriving after 9:15 will be recorded as an 'unauthorised absence.'
- KS1 children should be collected at 15:10 and KS2 children 15:20.

Authorised v Unauthorised:

Absences will only be authorised if:

- They are too ill to attend and have medical proof.
- You have advance permission from the school.
- They have a medical appointment. (Though we would encourage parents to make standard dental checks, eye checks and doctor's appointments out of school hours, whenever possible). Proof of appointment would again be beneficial if possible. Please do not take a full day off school for a half hour appointment.

All of the above will be recorded as authorised absences. Any other absences are unauthorised.

All types of absences will be recorded on your child's record and will follow him/her to secondary school and beyond.

Attendance Panel Meetings

If a child does not regularly attend school and it is becoming a concern, we will ask you attend a meeting with our Attendance Team. The meeting is to discuss ways forward to help find solutions to the poor attendance. We will work with the family to support them in whatever they need.

Holidays taken in school time (please refer to 'Clarification: Holidays in Term Time' in our Policies section of the school website).

All holidays should be taken in the school holidays. However if you consider there may be exceptional circumstances and you would like to apply for permission to take your child in term time:

- You must apply for permission in writing no later than 2 weeks prior to the request date.
- Applying for holiday permission has to be a request and not a statement saying that you will be taking your child out of school.
- Authorised permission of absence may be granted only in exceptional circumstances which is infrequent and rare.
- We must emphasise that the government have informed all local councils that 'a family holiday does not constitute an exceptional circumstance and should be recorded as unauthorised.'

Fines and Prosecution

Lincolnshire County Council Inclusion and Attendance Team issue fixed penalty notices (FPN's) or prosecution, **not the school**. This is out of our hands. FPN's are issued for low attendance and also when holidays are taken in term time (unless exceptional circumstances). **There is no right to appeal.** The penalty is £60 per parent, per child, and the payment should be made within 21 days of the date of issue. If paid after 21 days but before 28 days, the penalty will be doubled to £120. If a payment is not received, you may be prosecuted for the offence and could be subject to a fine of up to £1000.

Please see our website where you can download a copy of the following documents;

- 'Clarification: Holidays in Term Time'
- 'Fixed Penalty Notices'
- Attendance Policy
- 'Code of Conduct' and other information regarding attendance.