

Most childhood sickness that prevents school attendance will be classed as *authorised* absence. However, if your child is frequently absent from school due to sickness, the school can ask that you provide medical evidence or they may have to stop authorising the absences. This does not mean that the school do not believe you or your child, but that they want to do the best for you by ensuring your child can attend school as much as possible. Extra support might be required such as catch-up-lessons or a Care Plan to enable you child to be in school whilst manging a medical condition.

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 our school the registers will close 15 minutes 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.

Regular lateness is also monitored and action may be taken by the school if it continues to be persistent.

Since September 2013 Head Teachers have only been able to grant a leave of absence for exceptional circumstances. As a rule of thumb a family holiday or travelling abroad is not considered to be an exceptional **reason**.

Remember...

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 work, take educational trips, attend non urgent medical appointments.....**So is your request for leave *really* exceptional?**

In a nutshell;

- Regular attendance at school is a legal requirement – pupil attendance should remain at 95% overall, anything lower means your child has missed significant amounts of school time.
- Regular attendance means your child has the best opportunity to learn, socialise and develop vital lifeskills as early as possible.
- If your child is ill – contact the school office early on the 1st morning of absence.
- The Head Teacher is the only person who can authorise absence from school.
- Leave, other than for sickness absence, must be requested using a Leave Form and be accompanied by a letter explaining why leave is requested during term time, or photocopy of a medical appointment letter.
- Leave may NOT be authorised unless the circumstances are exceptional and the Head is confident that it will not have a detrimental effect on your child's progress in school.



Attendance and Absence A Guide for Parents and Carers



*The future of the world, is
in the classroom today.*

Ivan Welton Fitzwater

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

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. They also will have the very best opportunity to learn well and quickly making learning itself an exciting and positive experience right from the start.

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 will make the transition a quick and easy experience for you both.

Your child's teacher and school community is here to support you. We 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.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch! We recommend paying attention to information such as curriculum updates sent home, Parentmail and the school's social media (Facebook and Twitter accounts) in order to be one-step ahead of your children.

And remember children can be tired when coming out of school, so a short chat over a snack or at bathtime may produce a better conversation than lots of questions in the car!

If your child raises anything that concerns you, it is much better to raise it with school as soon as you can. Class Teachers are the first port of call – either write them note, or arrange to speak to them in person or on the telephone. Allow the staff the opportunity to address any concerns or difficulties. Speaking to us can often help put your mind at rest, know that your child is ok and is doing well in school and helps us ensure nothing goes 'below the radar'.

In Edenham School 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 every-day.

Parents can often feel that more time is spent at school than at home. By completing a quick and easy calculation we can see just how many days children attend school.;

There are 365 days in the year and 190 days in the school year If we take the days in school away from the days in the year we see that for 175 days children are at home with their parents. If a child takes leave of absence during term time, 10 school days, attendance starts to fall to only 180 days in school. If the child is then ill for 5 or more days in a year, they start to be at home more than they are in school.

$$365 - 190 = 175$$

For registration purpose, each 'full day' in school counts as two sessions (morning and afternoon). Your child attendance figures will detail the number of sessions attended and absent.



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 them later on, battling with your child and struggling to get out of the door on time.

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 a parent, or other family member**
- **Inadequate clothing for school**
- **Child being used as a carer**
- **Problems with transport**
- **Non urgent medical treatment**
- **The cost of holidays**
- **School refusal or truancy**
- **Days off for birthdays, shopping trips Family Holiday**

Whilst as a parent you may think you can give your child permission to be at home, you cannot. **The only person who can give permission for a child to be absent from school is the school's Head Teacher.**

If your child will be absent from school, you must notify them by telephone on the first day of absence. If the absence lasts longer than 2 days, the school will seek confirmation for the reasons for continued absence – you can help by keeping in touch every 2 days to update the school. The Head Teacher will decide whether or not to authorise the absence, depending upon the reason given.