

Parent Guide to School Attendance

This guide provides a clear and simple overview of our school's attendance expectations and procedures to help you support your child.

Why Attendance Matters

- Good attendance is essential for your child's learning, wellbeing and future opportunities.
- Missing school regularly can lead to gaps in learning and lower attainment.
- Our school attendance target is 96% or higher.

Your Responsibilities as a Parent/Carer

You must:

- Ensure your child attends school every day and on time.
- Contact the school on the first day of absence by phone, giving a reason.
- Provide medical evidence if requested for repeated illness.
- Arrange medical appointments outside school hours where possible.
- Keep contact details up to date.
- Avoid taking holidays during term time.

If your child is reluctant to attend school, please contact us as soon as possible so we can help.

Types of Absence

✓ Authorised Absence

Approved by the school for valid reasons such as:

- Illness (evidence may be required)
- Medical appointments
- Exceptional circumstances approved in advance

✗ Unauthorised Absence

Not approved by the school, including:

- Term-time holidays without permission
- Keeping children off unnecessarily
- No explanation for absence

- Arriving after registers close (counts as absence)

Reporting Absence

- You must inform school each day your child is absent, by calling the office before 9:00am. Alternatively, you can send an email to the office or notify school via the Arbor app, again by 9:00am at the very latest.
- If no reason is given, the absence will be marked as unauthorised.
- School will contact you if no explanation is received.

Lateness

- Being late disrupts learning and can affect your child's progress.

Our school gates open from 8:40am and are closed at 9:00am, giving enough time for everyone to arrive on time. Please ensure that your child/ren arrive on time. Any appointments that may cause lateness, please let the office know in advance.

- Arriving after registers close will be recorded as an unauthorised absence, unless prearranged or authorised by school. Registers close at 9:10am.
- Ongoing lateness will be addressed in the same way as poor attendance.

Attendance Benchmarks

- 96%+: Good attendance
- Below 90%: Persistent absence (cause for concern)
- 50% or below: Severe absence (serious concern)

We will contact and support families where attendance falls below expectations.

Support for Families

We are here to help. Support may include:

- Meetings with school staff
- Individual 'Raising Attendance Plans'
- Support from external services (e.g. wellbeing, family support)

Please speak to us early if there are any issues affecting attendance.

Holidays During Term Time

- There is no automatic right to take holidays in term time.
- Leave is only granted in exceptional circumstances.



- Requests must be made in advance and authorised by the head teacher, Mrs Jones. Absence forms are available from the office.
- Unauthorised holidays may lead to fines or legal action.

The Law

- Parents have a legal duty to ensure their child attends school regularly.
- The Local Authority can take action if attendance is poor, including:
 - Penalty notices (fines)
 - Court action in serious cases

Working Together

We want every child to succeed. Good attendance is achieved when:

- Parents, pupils, and school work together
- Concerns are shared early
- Support is put in place quickly

Need Help?

If you have any concerns about attendance, please contact the school office. We are here to support you and your child. 0120 272935.

**Together, we can ensure every child attends regularly, feels supported
and achieves their best.**

