

### The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

### Help and Support

If you need help with attendance you must **talk to the school** about it as soon as possible.

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem**. If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

**Please ask us if you would like this document summarised in another language or format.**

العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
polski (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

**03000 261 381**



Braille



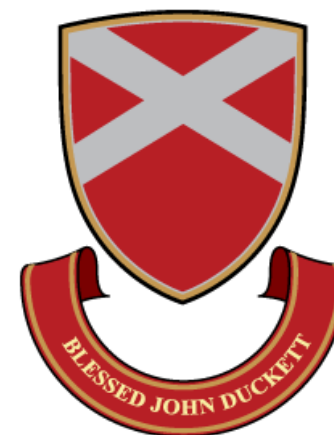
Audio



Large Print

# Attendance Policy

Essential information for parents  
2022/2023



A Member Of  
**Bishop  
Hogarth**  
Catholic Education Trust

## Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance, please contact school, so we can work together to improve the situation.

### Lateness

School starts at 9am.

Your child will receive a late mark if they arrive after this time. The register closes at 9.10am. If your child arrives after this time, they will receive an unauthorised absence mark.



### If Your Child Is Absent You Must:

- Contact school on each day of absence and provide reasons for absence.
- Keep school informed on a regular basis if your child is absent for a long period.

**Failure to do these things may result in your child's absences being unauthorised**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

## Medical Appointments

If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. **If your child is well enough to go back to school following the appointment they should do so.**



### Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

### Holidays / Leave of Absence

Please complete a 'request for leave of absence in term time' form for holidays or leave of absence.

Unauthorised leave may result in a Fixed Penalty Notice (fine) or court prosecution.

### Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for enforcement Action.



**Please remember to contact us if your address or contact or emergency contact details change!**