



# Attendance at Downs Infants

## A QUICK GUIDE

### 1. The law

When parents decide to register their child at school, they have a duty to ensure they attend that school regularly. This also applies to children who are not yet 5.



### 2. Persistent Absence

Missing 10% of school is classed as 'persistent absence'. 90% would be a good score in a test but is approximately 1 day missed every fortnight.

### 3. Expectations at Downs Infants

School opens and learning begins at 8.45am and gates close at 8.55am. Children arriving after 9.00am are marked late. Medical appointments should be made outside of school time if possible. Repeated lateness can result in a fine.



### 4. Holidays and requests for absence

Absence can only be authorised for exceptional circumstances. A cheaper holiday is not considered exceptional.

Skiing trips and festivals are not authorised.

### 5. Religious Observance

Please inform the school in advance if absences are required for religious observance. Where dates are subject to change e.g. Eid, please confirm on the day.





## Attendance matters!



<https://www.downsinf.brighton-hove.sch.uk/about-us/school-policies>

### 6. Modelling, sports and acting

You will need to provide licences and supporting documents. Absences for these will not be authorised if the pupil's attendance is below 96%



### 7. Support for attendance

We want to help you if things are difficult. If your child has two periods of absence in four consecutive weeks, the teacher will contact you about how to help your child to catch up.

### 8. Impact of absence

Children might need help to catch up on learning, or with friendships, or they might feel worried about coming back after being away.



### 9. Difficulties with attendance

If there are underlying difficulties we might suggest a meeting with the INCO to see if we can support you and/or your child.

### 10. Safeguarding and attendance

We will always follow up children who are absent so we know they are safe. If attendance is below 50% we have a duty to refer to Front Door for Families and the Missing Education Team.

