

Elm C of E Attendance Information

School Start time : 8.40am

Registers will close at 9.10am

To report an absence :

Please call the School Office on
(01945) 860295 and speak to Mrs Summers
or Mrs Gibbon.

First day absence procedure :

Parents are expected to notify the school
each day if their child is unable to attend for
an unavoidable reason, such as illness.

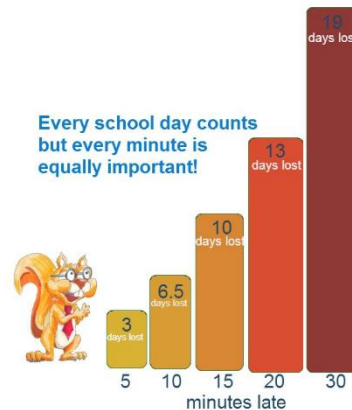
If the school does not receive notification,
we will :

- Send a message asking you to make contact with the school as soon as possible.
- Call all numbers for those with parental responsibility.
- Call other contacts
- If all avenues of communication have been exhausted with no response we will conduct a home visit.

Attendance

It is the responsibility of the parents/carers to ensure regular school attendance. If your child's attendance is unsatisfactory and failing to improve despite support from the school, the school will make a referral to the Local Authority.

Late minutes = lost learning



What can you do to help?

- Establish good bedtime and morning routines.
- Ensure your child arrives at school on time. If your child arrives after the attendance register has closed without a good reason, this will be recorded as 'unauthorised' absence for that session.
- All absences must be reported to the school office for each day of absence.
- If you know or think that your child is having difficulties attending school, please contact the school. It is better to speak to us.
- **Always ask for help from the school to support you and your child's attendance.**
- **Contact the School's attendance Champion.**

Elm C of E Primary School



We can all Grow Great
in God's Love.

School Attendance Information for Parents/Carers

Parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs.

Attendance Champion : Miss Emma Duncan
eduncan@elm.cambs.sch.uk

The Law

By law, all children of compulsory school age (between 5 and 16 yrs) must receive a suitable, full-time education suitable for the age and ability of the young person.

Compulsory school age :

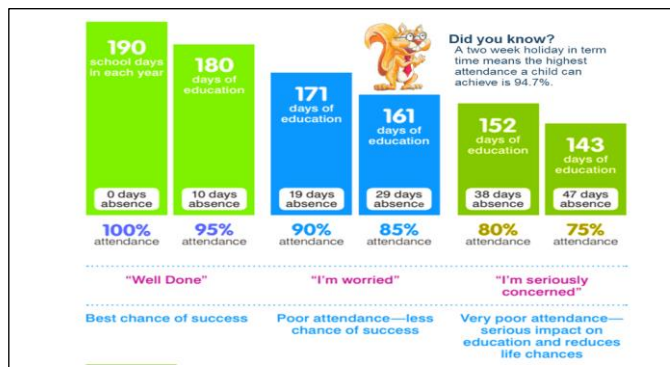
From : 1 September, 1 January, 1 April following the child's fifth birthday

To : the last Friday in June in the school year in which the child is sixteen (1 September to 31 August)

Why is attendance important?

Receiving a good full-time education will give your child the best possible start in life and the best possible outcomes.

Attending school regularly and punctually is essential if children are to make the most of the opportunities available to them.



Authorised and Unauthorised attendance

Schools can only authorise absences for a limited range of exceptional circumstances. These are typically absences that are completely unavoidable. Absences that will not be agreed to might include :

Arrival after register closes

Absences that are not properly explained by parents/carers

Day Trips and Term Time Leave (holidays)

Leaving the school without School's authorisation

Term Time Leave

The Government have removed the discretion for headteachers to agree term time leave requests. Due to the disruptive effect on a child's education, you are strongly advised to avoid booking a family holiday during term-time.

Exceptional circumstances have not been dictated by the government. Individual headteachers will make the final decision to authorise the leave of absence based on information provided.

Absence cannot be authorised retrospectively. The need or desire for recreation downtime is not considered exceptional.

Local authority Education Attendance Service

www.cambridgeshire.gov.uk

If your child's attendance is unsatisfactory and failing to improve despite support from the school, the school will make a referral to the Local Authority.

Should it be considered that as a parent you are unwilling to ensure that your child attends school regularly without good reason, you could be :

- Subject to a Penalty Fine of £160 (reduced to £80 if paid within 21 days). Non-payment of this fine will result in the case being listed for prosecution in the Magistrates Court, without further warning being issued.
- Prosecuted in a Magistrates Court and fined up to £2500 and/or imprisoned for up to 3 months in accordance with the Education Act 1996 Section 444.
- Made the subject of a Parenting Order.
- Your child may be made the subject of an Education Supervision Order in the Family Court.

For more detailed information please consult the attendance policy which is available on the School website.

www.elm.demat.org.uk