

*By law, all children of compulsory school age (between 5 and 16) must get a suitable full time education. As a parent, you are responsible for making sure this happens and if you fail to ensure a child of compulsory school age who is registered at a school attends regularly, legal action may be taken by the Local Authority.*

## Leave in Term Time

**PLEASE THINK CAREFULLY  
BEFORE TAKING YOUR CHILD  
OUT OF SCHOOL DURING  
TERM TIME!**

**By law, you must ask for permission for your children to miss school**, well in advance of the planned absence.

Parents can request a leave of absence but this can only be authorised if the circumstances are exceptional.

Parents who take a child of compulsory school age out of school without permission may be issued with a **penalty notice** from the Local Authority.

**Application forms for a leave of absence are available from the school office.**

## INSPIRE, BELIEVE, ACHIEVE

At Highfield, we believe that all of our children have the right to achieve their full potential. They will feel safe and secure in a nurturing environment that inspires and promotes a life-long love of learning.

### Targets and rewards

Our whole school target for this year is 95%. Over the year this means that if your child has less than 10 days off they will still meet this target.

We offer lots of incentives for pupils to have good attendance. All children that meet our 95% target will get entry into our annual prize draw. All children who have 100% attendance in any one term will receive a bronze badge, two terms a silver badge and all year a gold badge. Each class will be rewarded for attendance over 95% each week earning moves on our Classopoly board game.

### Communication with Parents

Each term you will receive a Dojo message informing you of your child's current attendance. Class and whole school attendance is published weekly on the newsletter. Individual parents will be contacted by pastoral staff where attendance is a concern or where improvements are seen.

## HIGHFIELD COMMUNITY PRIMARY SCHOOL

School Attendance 2023 /24

## Information & guidance about your child's attendance



If you have any questions about the information in this leaflet please contact the school office on 01257262783. Alternatively, visit our website for our school attendance policy.

# SCHOOL ATTENDANCE

We would like to emphasise the important role you play in your child's education. In order to feel confident and secure your child needs to see the relationship between home and school. Good communication between families and school helps to ensure a smooth transition and also enables the teacher to learn about each child from the adult that knows them best.



## Types of Absences

Every half-day absence from school has to be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. **This is why information about the cause of any absence is always required.**

**Authorised** absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments (emergencies or other unavoidable causes) which unavoidably fall in school time.

**Unauthorised** absences are those which the school does not consider reasonable and for which no authorisation has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings.

The decision whether to authorise an absence or not rests with the Headteacher. In accordance with Regulations, leave will **only** be authorised in **exceptional** circumstances.

### What school expects from our families:

- It is vital that each child attends school regularly.
- Children should arrive on time every day.
- If your child is absent for any reason you **MUST** contact school straight away to explain why your child will be absent. This can be done via telephone, text, or email. If not, we will contact you.
- Pick your child up on time at the end of the day.
- Avoid leave in term time—leave must be requested in advance by completing a request form (available from the office)

**School starts at 8:55a, Our doors open at 8:45 and close promptly at 8:55. If you arrive after that you will need to sign your child in at the office giving a reason.**

Registers close at 9.30am. If your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and will be unauthorised.

## Persistent Absences

At our school we aim for 100% attendance. When the attendance of an individual child falls below 95%, school will start to monitor more closely the amount of time that child has off school and the reasons behind the absence. School may use strategies such as parenting contracts, attendance panels and referrals to the local authority attendance team in order to support parents in improving attendance.

The Department for Education has determined that **from September 2015** a pupil becomes a persistent absentee when their attendance falls below **90%**. When attendance nears this level children have already missed significant amounts of schooling; meaning that their educational progress is at risk. We need parents' full support in ensuring that attendance does not reach this level. Parents may be asked to attend an Attendance Panel meeting to discuss their child's attendance.



School may ask for supporting evidence before an absence is authorised. For example, prescriptions or appointment cards or similar.