

# **School Attendance Information for Parents/Carers**

This guide has been created using materials from Cambridgeshire County Council and the DEMAT Trust-wide Attendance policy.



## **MISS SCHOOL – MISS OUT**

**Don't let your child be the one to miss out!**

### **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.

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. Most parents fulfill this obligation by registering their child in a school.

### **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)

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

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

Government research suggests that 17 missed school days a year = 1 GCSE grade DROP in achievement.

## Attendance during one school year

| Attendance during one school year | Equivalent number of missed: |       |                 |
|-----------------------------------|------------------------------|-------|-----------------|
|                                   | Days                         | Weeks | Average lessons |
| 95%                               | 9                            | 2     | 54              |
| 90%                               | 19                           | 4     | 114             |
| 85%                               | 29                           | 6     | 174             |
| 80%                               | 38                           | 8     | 228             |
| 75%                               | 48                           | 10    | 288             |
| 70%                               | 57                           | 11.5  | 342             |
| 65%                               | 67                           | 13.5  | 402             |

### What can you do to help?

- Establish good bedtime and morning routines.
- Ensure your child arrives at school on time. This encourages habits of punctuality and lessens any possible classroom disruption. If your child arrives after the attendance register has closed without a good reason, this will be recorded as an 'unauthorised' absence for that session.
- All absences must be reported to the school office for each day of absence (your child's school will have an Attendance Policy explaining the school's expectations and procedures). If you know or think that your child is having difficulties attending school, you should contact the school. It is better to speak to them sooner rather than later, as most problems can be dealt with very quickly.
- [Always ask for help from the school to support you and your child's attendance.](#)

### Authorised and Unauthorised Absence

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 might include:

- Arrival after registers have closed.
- Absences that are not properly explained by parents or child.
- Day trips and Term Time Leave
- Leaving the school without school's authorisation.

### Is my child too ill for school?

It can be tricky deciding whether to keep your child off school if when they are unwell.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

### Term Time Leave

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

Exceptional circumstances have not been dictated by the Government. Individual head teachers will make the final decision to authorise the leave.

## **Milton C of E Primary School specific information for parents and carers.**

School start time (register opens): 8:55

Registers will close at 9:25 (30 minutes after registration has opened.)

To report an absence please call: 01223 508783 or email [attendance@milton.cambs.sch.uk](mailto:attendance@milton.cambs.sch.uk)

Academy Attendance Officer for day to day contact:

Name: Mrs Evi Boura

Contact details: [attendance@milton.cambs.sch.uk](mailto:attendance@milton.cambs.sch.uk)

Academy Attendance Champion

Name: Mrs Kate Sayer

Contact details: [ksayer@milton.cambs.sch.uk](mailto:ksayer@milton.cambs.sch.uk)

First Day Absence procedures:

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

If the academy 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.

Strategies for promoting attendance:

- Work with parents/carers to ensure a positive start to the school day
- Hold meetings with parents/carers to discuss strategies for supporting good attendance
- School family support worker
- Early intervention
- Working with external agencies

Link to LA strategies for supporting attendance:

- [CCC Attendance services website](#)
- [Education Inclusion Family Advisors](#)
- [Pinpoint services](#)