



## Attendance

### Medical Appointments

- Where possible all appointments to be made outside of school hours
- If not possible, please limit the time away from school to the minimum needed
- School HAS to be given advance notice, otherwise it will be unauthorised

### Illness

- Pupils to attend school where over the counter medicines can be issued before school
- Any medication needed during school, an Administer of Medication Form must be completed and handed to Reception

### Holidays

- Pupils are not entitled to term time holidays, any holidays must be taken within school holidays
- Any requests for leave due to Exceptional Circumstances MUST be made in writing to the Head of School with a minimum of 4 weeks' notice
- The following are NOT reasons for pupils being absent from school:
  - Holidays
  - Family Day Trips
  - Shopping
  - Birthdays
  - Baby Sitting
  - Parent/Carer/sibling illness
  - Tired from weekend activities

### Reporting Absence

- Parents/Carers are responsible for reporting any absence to the school by 9.00am
- All absence must be reported otherwise it will be recorded as unauthorised

<b>Minutes Late Per Day</b>	<b>Learning Time Lost in 1 Year</b>
<b>5 Minutes</b>	<b>3 ½ Days</b>
<b>10 Minutes</b>	<b>7 Days</b>
<b>15 Minutes</b>	<b>10 ½ Days</b>
<b>20 Minutes</b>	<b>14 Days</b>
<b>30 Minutes</b>	<b>21 Days</b>

# Three Counties Academy Trust



## Support Available

- Across the Three Counties Academy Trust we have a range of staff to support your child's attendance
  - Class Teacher/Form Tutor
  - Family Support Workers at [Primary jdrew@tcat.school](mailto:jdrew@tcat.school) and [Secondary lisadavies@tcat.school](mailto:lisadavies@tcat.school)
  - Safeguarding Lead and Deputies at Primary and Secondary Schools – See your schools' website for DSL and DDSL
  - Trust Educational Welfare Officer [rjones@tcat.school](mailto:rjones@tcat.school)
  - Trust Executive Lead for Safeguarding and Inclusion [klane@tcat.school](mailto:klane@tcat.school)
- Routine
  - The best way to ensure your child attends school on time is to establish a good evening and morning routine
  - Try and prepare as much as possible the night before

## Consequences of Persistent Absence

- Any pupil with an attendance of below 90%, regardless of reasons, is considered a persistent absentee
- The Local Authority does not consider a family holiday to be exceptional circumstances
- If your child's attendance falls below 90%, the Local Authority can act against you
- This can be a Fixed Penalty or a Summons to appear at Magistrates Court
- A penalty notice can be issued for 2 things:
  - A holiday taken during term time without permission from the Head of School
  - Pupils unauthorised absence from school and their parent/career fails to co-operate with school staff/fellow professionals to improve the situation

**A year is 365 DAYS made up of... 190 days in school & 175 days holidays.  
175 DAYS HOLIDAY A YEAR!!!  
.....For family time, friends, visits, holidays, shopping, appointments....**

100% Attendance	96% Primary 95% Secondary	94% Attendance	92% Attendance	>90% Attendance
Absolute best chance of success	Good chance of achieving further success	Less chance of success	Harder for your child to make progress	Persistent Absence
190 School Days	183 School Days	179 School Days	175 School Days	More than 18 Absent Days

