

## Attendance

**The law states that parents are legally responsible for making sure their children attend school regularly.**

Research has shown that poor attendance is linked to lower exam grades.

Children who attend school regularly also have better social skills and stronger friendship groups.

### **What happens if my child has low attendance?**

You will be notified by email if your child has missed more than 5 days of school or has less than 96%.

If your child's attendance becomes a cause for concern, you will be written to and invited to attend a meeting if necessary.

If there is no improvement over the next month you will be asked to attend a meeting with Mrs Atkin, attendance officer and a member of the senior leadership team in school.

## Absence

### Authorised Absence

Examples include:

- ◆ Illness
- ◆ Religious observance i.e. Eid
- ◆ Medical appointments that cannot be made outside of school hours ie. hospital
- ◆ Exceptional circumstances approved in advance e.g. family wedding (one day in UK, 3 days abroad)

### Unauthorised Absence

Examples include:

- ◆ Birthdays / parties
- ◆ Family days out/ shopping trips
- ◆ Bad weather
- ◆ Sibling / parent illness
- ◆ Family holidays

Please try to make appointments outside of school hours. If unavoidable, general appointments should take about an hour and your child can come to school before/after the appointment.

### Arriving Late for School

Being punctual is very important and gives your child a good start to the day.

If your child arrives later than **8:55am** they will need to enter the school via the office and sign in. They will be given a late mark in the register.

## Leave of Absence

Current law does not give any entitlement to parents/carers to take their child out of school during term time. The Education Regulations of 2013 prohibits headteachers from granting any leave of absence during term time unless there are '**exceptional circumstances**'.

Parents/carers should complete a 'Leave of Absence Form' at least one month before any leave is required, with supporting evidence attached.

If the leave of absence is not authorised, parents/carers will receive a letter from the headteacher, which will include a warning that a penalty notice may be issued if leave is taken.

### **Penalty Notices can be issued if:**

There are 10 sessions (5 days) or more of any unauthorised absence taken during a 10 academic week period;

**OR** The leave was taken during a test week.

The school has the authority to decide whether to issue a penalty notice.

Three consecutive years will be taken into consideration, over which:

A first offence will incur an £80 if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days—per child, per adult.

A second offence will incur a greater fine of £160.

A third offence will result in a court appearance, up to £2500 fine and a criminal record.

## Reporting Absence to School

What should I do if my child is ill?



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Call 01702 478593 or email

[absence@wljs.porticoacademytrust.co.uk](mailto:absence@wljs.porticoacademytrust.co.uk)

- ◆ Contact the school before 9:15am on the first day the child is absent.
- ◆ Keep the school informed if your child is absent for more than one day.
- ◆ Provide medical evidence for longer absences.
- ◆ You may be contacted if your child has been off for a few days and you have not notified the school.

## When should I keep my child off school?

Common sense is your best guide when deciding whether your child needs to stay at home.

As a general rule, if your child complains of mild ailments (slight sore throat, slight cough or cold, minor aches and pains, slight headache) they should come to school. If their condition worsens during the day, the school will contact you.

If your child has a slight ear or tooth ache they should come to school. If the pain persists they should see a doctor or dentist.

Do not send your child to school with an unexplained rash until you have consulted a pharmacist or other medical practitioner.

Please remember that early morning aches and pains often pass so do not keep your child at home 'just in case'. If your child becomes ill during the day we will contact you. If you are in any doubt, please contact the school office.

### Sickness and Diarrhoea

Your child should not come to school if they have sickness or diarrhoea. Once they have been clear for 48 hours, they should return to school.



# Attendance

## Every Day Counts

190 days at school	100%	Excellent Attendance
Full Attendance		
7 days Absent	96%	Expected Attendance
183 days at school		
19 days Absent	90%	Below Expected Attendance
171 days at school		
29 days Absent	85%	Poor Attendance
161 days at school less chance of success at school		
38 days Absent	80%	Very Poor Attendance
152 days at school Serious impact on education		
47 days Absent	75%	Extremely Poor
143 days at school Attendance		
Impact upon education and life chances		

**Every day in school matters to your child's education, academic success and future life chances.**