

**Ways To  
Encourage Your  
Child's  
Attendance**

Phone or text us as  
soon as possible to  
tell us why your  
child is absent. Put  
the school number in  
your phone!  
**0115 9153273**

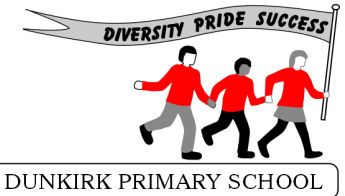
Only keep your child  
away from school for  
a genuine illness

**Avoid taking  
holidays in school  
time**

**RAISE YOUR CHILD'S  
ATTENDANCE -  
RAISE THEIR CHANCES  
OF ACHIEVING THEIR  
FULL POTENTIAL!**

If a CHILD/PARENT can  
improve attendance by  
just 1%, they will see a  
5-6% improvement in  
attainment

Please help us and your  
child by ensuring their  
attendance remains  
above 95%



**Mrs Hollis  
Head Teacher  
And  
Mrs Mahjouri**

**Attendance Guidance  
for Parents & Carers**

## QUICK REFERENCE GUIDE

*These are sample situations to assist parents and carers in understanding our absence policy*

### Do you know...

what your child's attendance is?

what happens if your child keeps missing school?

that national and local policy expects each child's school attendance to be above 95%?

that by law, all children of compulsory school age (between 5 and 16) must be in suitable full time education and that **YOU** are legally responsible for making sure this happens?

### Good attendance means

- ensuring that your child only misses school for reasons which are unavoidable or justified.
- NOT taking holidays during school time.

TYPE OF ABSENCE	PARENT/CARER ACTION	AUTHORISED UNAUTHORISED	SCHOOL REGISTER CODE
Child is ill.	Notify school by phone, email or call into the office. Please give symptoms. Provide medical evidence.	Authorised if attendance is above 90% If you do not let us know reason for absence it will be automatically unauthorised.	I (Illness) O (unauthorised)
Child gets sick at school and is sent home.	Parent to collect from school office.	Authorised for that day. Please notify school if child is absent for any further days.	I (Illness)
Child is on family holiday during term time.	Parent must apply for leave using the Leave Request form, one month in advance.	HOLIDAYS ARE NOT AUTHORISED. Only in exceptional circumstance, with evidence.	G (Unauthorised holiday) H (Authorised holiday)
Child is absent due to family circumstances e.g. Serious illness-death of a relative. Visa passport application.	Fill in leave request form one month in advance. Notify the attendance officer in an emergency.	Authorised only if this is a verifiable family emergency and evidence is provided e.g. Doctors letter. Appointment details for visa.	C (Other authorised circumstances)
Late after register closes.	Arrive at school on time. 8.55am	This is classed as an unauthorised.	U (Late after register closed)
Child is absent due to an educational experience or sporting event outside of school.	Absence needs to be pre-arranged.	Authorised if Head Teacher pre-approves the educational experience.	B (Educated offsite) P (Sporting activity)
Child is absent from school and PARENT does not inform the school office.	Inform the office on first day of absence.	Unauthorised absence. Attendance Officer will investigate. If attendance is low this may trigger a referral to the Education Welfare Service	O (Unauthorised)

The Attendance Officer will contact you and investigate if you do not let school know the reason for absence. If you have any questions please contact the Attendance Officer via the school office 01159153273.