

Primary School Attendance Information for Parents and Carers

Contact Details:

How Parents Can Help

If you think your child is having difficulties attending school, you should contact them as soon as possible. The staff will do their best to help you. It is better to do this sooner rather than later, as most problems can be dealt with quickly

The Law

It is your responsibility as parent or carer of a child of compulsory school age to ensure that they attend school regularly and on time. Should your child not attend and you do not provide the school with an acceptable explanation then in accordance with the law you could be issued with a Fixed Penalty Notice of up to £120, or prosecuted in the Magistrate's Court and fined up to £2,500 and/or imprisoned for up to 3 months.

Introduction

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

Attending school regularly and on time is essential if your child is to make the most of the education provided for them. The Law states that parents must make sure that their child attends school where s/he is registered

Each school day is split into 2 sessions and a register is taken at the beginning of each session. In a school year a child is expected to attend for 190 days or 380 sessions. That means that there are 175 other days for holidays, days out and shopping!

Lateness

It is very important that your child arrives at school on time. This helps to encourage good timekeeping habits and helps to reduce classroom disruption. If your child arrives after the register has closed without an acceptable reason, this is recorded as an unauthorised absence for that session.

Absence

If your child is unable to attend school for any reason it is extremely important that you let school know why on the first morning of any absence. You must either telephone, put it in writing or let the office know in person. If the school does not hear from you they will make every effort to contact you by telephone so it is very important to make sure they have your up to date contact details. If they cannot contact you and receive no explanation for the absence then they may record your child's absence as unauthorised, that is, as truancy. Absences may also be recorded as unauthorised if it is considered that the explanation given is unsatisfactory.

Most absences for acceptable reasons will be authorised for example, Sickness, unavoidable medical appointments, days or religious Observance, and exceptional family circumstances such as bereavement.

School will not usually authorise, shopping trips, day trips, holidays, birthdays or looking after siblings.

If you know your child is going to be absent then please contact the school in advance.

Term Time Holidays

You are strongly advised to avoid booking family holidays in term time. Parents have no right or entitlement to take their child out of school for a term time holiday, and schools will not as a rule authorise leave for them.

Schools will only authorise leave for term time holidays in exceptional circumstances, which do not include cost. School will look at each request on an individual basis, they are extremely unlikely to authorise leave if the child's attendance has been less than 95% for the previous year, if it coincides with the start of term, if it's near or during SATs time or if the school believes that it may have a harmful effect on the child's education.