Springmead Primary School

How you can help with attendance

Together we can ensure that EVERY CHILD MATTERS to enjoy and achieve, be healthy and stay safe, contribute to their local community and achieve a good standard of living by being in school and making every day count!

How can you support this partnership?

Being at school is a very **important** part of any child's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. School and parents/carers are partners in making this a success. As parents or carers it is **your legal responsibility** to make sure that your child makes the most of this opportunity by attending regularly aiming for at least 95% attendance.

Please do not take your child out of school for a holiday.

New national guidelines mean that we will not be able to authorise such an absence except in exceptional circumstances.

Please do not make non-urgent medical appointments during the school day.

Telephone the school as early as possible on each day of absence or lateness. It is our duty to find out where absent pupils are.

What is authorised and unauthorised absence?

Only the school can authorise an absence.

An explanation given by a parent/carer is not always sufficient for the school to authorise an absence. According to guidelines to schools from the DCSF an absence may only be authorised if the absence is due to:

- Genuine pupil illness (evidence may be requested)
- "Leave" given by the school (this commonly includes special medical appointments, and other similar exceptional circumstances)
- The pupil is the child of Traveller parents who temporarily leave the area
- Religious observance where applicable
- Immediate family bereavement.

Absences which the school is not able to authorise include:

- Lateness after the register has closed i.e. after 9:00 am
- Day trips/holidays/birthdays
- Being unable to participate in a school activity e.g. swimming/PE, school trip, activity days.
- Waiting for deliveries/repairers.

Why is good attendance important?

We emphasise to children the need for good attendance.

We do not authorise absences without a good reason.

We try to ring you if your child is absent and we have not heard from you. **Please make sure we know your up-to date contact details and have at least two contacts on record.**

We monitor attendance carefully and will contact you if your child's attendance drops below 95%.

If attendance problems continue we will ask you to meet us to discuss the way forward. If a number of absences are unauthorised you may be issued with a fixed penalty notice and be given a fine.

If all measures fail to lead to an improvement in attendance we will refer your child to the Educational Welfare Officer. This may lead to prosecution.

If you have a concern or there is an issue around attendance contact the school. There is advice and support available for children and their families.

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