



Our school recognises the great importance of regular attendance and the clear impact that absence has upon a pupil's learning therefore we are working very hard to make sure children do not have gaps in their understanding as a result of poor attendance. Parents are reminded that they should not book holidays in term time as this has a significant effect on a child's progress.

School Term and closure dates are notified to parents well in advance. Additional days during the year for staff training and development will also be notified as far in advance as is possible.

Our target for every pupil is that over the whole year they achieve 97% attendance that is no more than 5 days off in a year. The average national attendance is 96%, the equivalent of 7 days of absence in a year. The following table shows the number of days off for each equivalent %.

%	Days Absent
85	29 days off
86	27 days off
87	25 days off
88	23 days off
89	21 days off
90	19 days off
91	17 days off
92	15 days off
93	13 days off
94	11 days off
95	9 days off
96	7 days off
97	5 days off
98	4 days off
99	2 days off
100	0 days off

Please note, significant unauthorised absence may trigger involvement of the education welfare service, or if extensive, a fixed penalty notice.

Sickness/Appointments

Where it is at all possible please make appointments for dentist, doctor, etc. outside school hours to avoid disruption and time missed at school. Please note that children arriving in school after such appointments and after registration are classed as absences. Other absence from school should be notified on the first day with an email or telephone call to the school office explaining reasons. Please do not use Class Dojo.

Please keep your child at home if they are unwell. Children should also be kept at home for a full 48 hours after any bout of sickness or diarrhoea has ended to ensure symptoms have cleared and also to prevent illness from spreading.

Absence

Holidays should not be taken during term time. Where absence is wanted during school time, it is important to let us know in advance, however absence should not be requested at the beginning of term as this can be detrimental to social groupings.

No requested absence will be authorised unless in exceptional circumstances. Exceptional circumstances are events that are not going to occur again. In the overwhelming majority of cases, family holidays do not meet the criteria.

If there are exceptional circumstances, parents are asked to meet with the Headteacher, or write, giving a full explanation of the exceptional circumstances and provide evidence to support your application. I will then write to you to tell you whether the absence can be authorised.

As a school we are working extremely hard to improve the educational experience for children in our school and to maximise their progress and learning. We ask that you continue to support us by ensuring that your children are in school during term time.

Requests for Absence from School in Exceptional Circumstances and Penalty Notices

You are required under the Education Act (1996) to ensure your child attends school regularly. If your child accrues 10 consecutive sessions of unauthorised absence you may be liable for a penalty notice (one day of absence equals two sessions and a five day absence is equal to 10 sessions).

An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parents.

Parents must complete a request for absence from school in exceptional circumstances form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform parents of the decision.

Where parents do not follow the school's procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given and you may be liable for a penalty notice.

If your request is declined or you do not follow the correct procedure and you still take your child out of school each parent within your household may be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000. These fines are applicable to both parents.

The official Government guide to school attendance can be found here:

<https://www.gov.uk/school-attendance-absence>