

Good attendance doesn't just involve being present in school – it also involves punctuality. Parents also have a responsibility to ensure that their child arrives to school on time, and stays in school during the day.

All pupils are expected to be in their classrooms at 9:00am every day. If pupils are not in their classrooms by 9:15 am, they receive a late mark – this is an **unauthorized absence**.

If the school believes a pupil is truanting, immediate action will be taken – this can escalate to penalty notices.

How can I help?

You can help in many ways:

- Encourage good attendance by making sure your child goes to school regularly and arrives on time.
- Take an interest in your child's school work.
- Make sure your child understands that you do not approve of absence from school.
- Inform us on the first day of your child's absence, and keep us updated throughout the absence period.

School Attendance Matters!

Don't underestimate the importance of 100 percent attendance. Even one day missed can have an effect on learning:

- **98** percent attendance means **four** school days missed
- **95** percent attendance means **10** school days missed
- **90** percent attendance means **19** school days missed
- **80** percent attendance means **38** school days missed
- **Five minutes** late each day means **three** school days missed

Please help us promote good attendance throughout our school – you really do play an important role.



Rosehill Infants and Nursery School

School attendance: what parents need to know



Why is good attendance important?

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through regular attendance pupils can:

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.



All parents should promote good attendance and work in partnership with our school to provide a cohesive approach.

What does the law say?

All children of compulsory school age – between 5-16 – must receive a suitable full-time education. As a parent you are responsible for ensuring that this happens, either by registering your child at a school or by making appropriate alternative arrangements.

Once you have registered your child at a school you are legally responsible for ensuring that your child attends school regularly. If you fail to do this – even if your child misses school without you knowing – legal action can be taken against you by the LA. It is a legal offence to fail to ensure your child attends school regularly.



Legal action can involve a penalty notice or being taken to court.

Parents also face the risk of imprisonment and parenting orders. Parenting orders involve attending a counselling and guidance programme, usually a parenting class.

A penalty notice of may be issued as an alternative to prosecution. Failure to pay a penalty notice will usually lead to **prosecution**.



Can my child ever be absent?

When a pupil is absent from school, this will be classified as either **'authorised'** or **'unauthorised'**.

The school decides which absences are granted as authorised. Authorised absences are only permitted for valid reasons, e.g.:

- Illness
- Medical or dental appointments
- Religious observances
- Family bereavement

Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.



What are unauthorised absences?

Unauthorised absences are those which the school does not consider essential or reasonable.

Unauthorised absences can include:

- Forgetting school term dates
- Oversleeping
- Absences which have not been explained
- Arriving at school after the register has closed
- Leaving school for no reason during the day
- Truancy before or during the school day
- Keeping pupils off school unnecessarily or without explanation
- Day trips or family outings
- Problems with uniform/clothing
- Birthdays and holidays
- Family celebrations e.g. weddings

Holidays during term time

The school **cannot** authorise an absence for a holiday during term time.

Taking holidays during term time means that pupils miss important school time – both educationally and for other school activities. It will be difficult for pupils to catch up on work when they return to school. Only in **exceptional circumstances** may a holiday be authorised during term time – this will be decided by the head teacher.

Exceptional circumstances do not involve cheaper costs, family availability or weather conditions.

You can be fined if you take your child on holiday during term time without permission from our head teacher and your child's absence will be reported to LA.



Requesting absences

Authorisation of absences are at the discretion of our head teacher.

All absences, including for holidays, must be requested as far in advance as possible. If you think your child needs to be taken out of school you should discuss the reasons with our Head teacher as soon as possible.