

School Attendance Guide for Parents

Helping every child enjoy, achieve and thrive at school



Why Attendance Matters

Coming to school every day helps your child:

- Make good progress in their learning
- Build friendships and confidence
- Develop social and emotional skills
- Prepare for future education and opportunities

Even a small number of missed days can add up.

If a child misses just 1 day a week, that's 40 days of lost learning a year.

Our Expectations

We ask all parents to:

- ✓ Make sure your child attends every day, on time
- ✓ Call school before **9am** if your child is unwell
- ✓ Arrange medical appointments outside school time where possible
- ✓ Provide at least **2 emergency contacts** (3 for EYFS)
- ✓ Ask for help early if you are struggling with attendance

Our school day starts at **8.30am**. Registers close at **9.00am**.

Reporting Absence

Please call the school office **before 9am** on the first day of absence.

Tell us:

- Your child's name
- Their class
- The reason they are absent
- When you expect them to return

If we don't hear from you, we will contact you—and may make a home visit or request a police welfare check if we are unable to reach anyone.

Authorised Absence

In some circumstances, we can authorise absences for:

- Illness or medical appointments
- Religious observance
- Family or medical emergencies
- Certain educational activities

Holidays cannot be authorised, except in *very rare exceptional circumstances*.

Leave requests must be made in advance using the school's absence form.

Lateness

Arriving late disrupts learning.

- Before 9am = recorded as late
- After 9am = recorded as an unauthorised absence

Persistent lateness may lead to meetings and support plans.

How We Promote Good Attendance

We want children to feel proud of coming to school. We celebrate great attendance with:

- 🏆 Class awards (Race for Attendance)
- 🎖 Certificates
- 👏 Praise and encouragement

Our goal is to help every child succeed—not to punish them.

How We Support You

We understand that children can face challenges.

We are here to help.

Our **Family Hub Team**, teachers and attendance staff can support with:

- Anxiety or mental health concerns
- SEND needs
- Transport issues
- Family difficulties
- Reintegration after long absences

If your child's attendance begins to drop, we will contact you to offer help early.

When Attendance Becomes a Concern

If your child's absences continue, even with support, the following steps may be taken:

1. Attendance Support Meeting

A meeting with you to understand what's happening and agree next steps.

2. Attendance Contract

A short plan between school and parents to support improvement.

3. Local Authority Support

This may include an Education Supervision Order if difficulties continue.

4. Legal Measures (Last Resort)

If a child has **10 unauthorised sessions** within **10 weeks**, the local authority may issue:

- A penalty notice (£80–£160), or
- Prosecution in serious cases

Our aim is always support first, sanctions last.

Children with Long-Term or Complex Needs

If your child is absent due to: ongoing medical issues, mental health needs, SEND needs or family challenges, we will work with you, health professionals, and the local authority to put the right plan in place.

Not Returning After an Absence

If a child does not return and we cannot make contact, we follow *Children Missing Education* procedures and may remove a child from roll where directed.

Who to Contact

🏆 Senior Attendance Champions:

Sarah Allen & Nikki Hemming

🎖 Attendance Officer:

Adele Ashworth

📞 Contact via the school office or enquiry email.

Working Together

Good attendance is a shared responsibility.

Together, we can ensure every child:

❤️ feels safe

💻 enjoys learning

👉 reaches their potential

If you need help—please ask. We're here to support your family.