

The Law

It is your responsibility to ensure that your child attends school regularly and is on time. You will be **breaking the law** if your child is not attending school without a valid reason.

Help and Support

If you need help with attendance you must **talk to the school about it as soon as possible**. Support is available throughout the school day should you need to speak with someone.

The School and Local Authority **want to help you if you have a problem**. If attendance does not improve or you do not accept help and support offered, we may need to involve other services and the Local Authority may have to begin enforcement action.

Please ask us if you would like this document summarised in another language or format.

العربية (Arabic) (中文 (繁體字)) (Chinese) اردو (Urdu)
polski (Polish) ਪੰਜਾਬੀ (Punjabi) Español (Spanish)
বাংলা (Bengali) हिन्दी (Hindi) Deutsch (German)
Français (French) Türkçe (Turkish) Melayu (Malay)

03000 261 381



Braille



Audio

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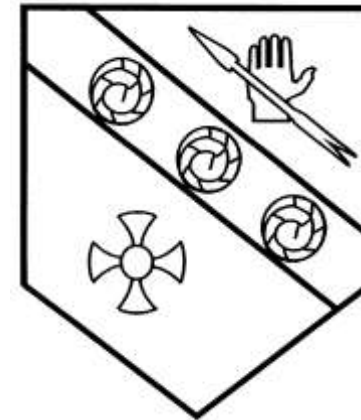
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Attendance Policy

Essential information for parents

St Hild's College C.E. (Aided) Primary School

Tel: 0191 3847451



SCHOOL ATTENDANCE

Your child should attend school every day. By law, it is your responsibility and duty as a parent/carer to ensure that your child attends school regularly and is on time.

Our school is working persistently to improve attendance throughout the year and to ensure that our attendance average is 96% or above in line with Ofsted requirements. We value and appreciate your continuous support in this matter.

Our school consistently follows Government policy regarding attendance and we like to give you as much information about attendance as possible.

ABSENCE

If your child is absent from school, you must:

- **Contact school on the first and every morning of absence**, unless you have already informed us that your child will be absent for a certain length of time.
- Keep school informed on a regular basis if your child continues to be absent for a long period of time.
- Where possible, and if requested by school, please provide medical evidence.

If your child is absent and we have not been contacted by 9.30am, we will contact you either by phone, text message or e-mail. Should we not get a response we will continue to contact you as we have a duty to all pupils to ensure that we have a valid reason for their absence during the school day.

LATENESS

School day starts at 8.55am and children are expected to be in class by this time. The playground door is open from 8.45am every morning. Should your child arrive after 8.55am they will receive a late mark. Should your child arrive after 9.30am they will receive an unauthorised absence mark. Where possible please let school know when you are running late for school and your expected time of arrival.

MEDICAL APPOINTMENTS

Where possible, any medical appointments should be made out of school time. If this is not possible, please ensure that your child returns to school as soon as possible if they are well enough.

MEDICAL EVIDENCE

At times you may be asked to provide medical evidence for absence due to illness. You can provide copies of G.P. appointment cards, letters, prescriptions or other relevant medical information.

HOLIDAYS OR LEAVE OF ABSENCE IN TERM TIME

It is strongly recommended that families should not book holidays during school terms. The Head Teacher is not allowed to authorise holidays in term time unless there are exceptional circumstances.

In the event that you do require holidays or leave of absence in term time, please complete our Leave of Absence Application Form which is available from the School Office. The form should be returned to school for the attention of the Head Teacher.

Unauthorised absence may result in a referral to the Attendance Improvement Team and a Fixed Penalty Notice (Fine) may be issued.

UNDER 5'S

For children under 5 years of age there is no compulsory obligation regarding attendance, however, our school policy is to encourage a positive attitude to attending school and therefore we include all pupils in our attendance procedures. As legislation does not apply to under 5's we cannot refer persistent absenteeism to the local authority.

We strongly encourage you to follow our attendance guidance on this matter and we appreciate your co-operation.

Please follow our school policy when considering holidays or leave of absence in term time by completing our Leave of Absence Application Form which is available from the School Office.