



# Key Facts for Parents & Carers about Attendance

Why is Attendance so Important?

When is it ok for them to be off school?

When children are missing school they are missing out on a whole range of important parts of growing up. It may be social, academic, physical or emotional. The impact is a very slow build up so it's not something obvious to any of us. The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

No-one expects poorly children to be in school. They need time off to recover. Coughs and colds are not a reason for most children to be off school but ultimately it is the parent's decision as to whether they can cope with the day – even if they are slightly under the weather. Learning to be resilient with such things can help them in other situations too.

**Please ring or email the office if your child is going to absent due to illness.**

We aim to keep an open, supportive dialogue with parents regarding children's absence from school. We seek to find solutions to difficulties with attendance because all children have the right to an education and poor attendance is recognised as a Safeguarding concern. Our Family Link Worker and Attendance Officer (**Mrs Woodman- Smith**), is available to talk to any Parent / Carer regarding attendance. This may simply be to check in or help with potential issues before they become significant problems. It helps to chat things through. The full process we follow is attached over the page for you to see.

**If you have any questions or concerns then please contact us**

So when is it not ok?

Children should not be taken out of school for **holidays**. Please do not keep children off school for their **birthdays**, related birthday events or 'Special Days Out'.

We ask that **appointments** for dentists / doctors etc are made out of school times where possible – or at the end of the school day if necessary. These should not be booked for Friday afternoons. We may ask parents to provide evidence of medical visits or prescriptions if your child is off school regularly due to illness.

Can I get help with my child's attendance?

What is a Penalty Notice and when does school use them?

Yes. For illness or emergencies please ring or email. For any planned absences you will find an absence form on the Schoolzine App. Please fill this in and submit it to school.

Do I need to inform school of every absence?

Every child has a legal **right** to an education and every parent has a legal **responsibility** to enable them to access that education. Over the page you will find a **flow chart** of the process we follow in support of these expectations. The legal aspects of this issue are not something we ever choose to initiate but, where we have no alternative, it remains an option.

What happens if attendance problems are persistent?

Unauthorised holidays will automatically be considered for a Penalty Notice. This is applied for by the school and a fine is then issued by the Local Authority. It is currently £60 per child, per parent.

# Flow Chart of the Attendance Support and Challenge process at Stoke Bishop Primary School

