

QUESTIONS!

Isn't attendance more important at secondary school?

NO! Your child will be unable to cope with secondary school lessons if they have missed out at primary school. It is hard for some pupils to catch up on vital missed learning.

Am I allowed to take holidays in term time?

- **NO HOLIDAYS** in term time can be authorised
- Absences during term time can only be authorised if there are **EXCEPTIONAL CIRCUMSTANCES**
- You need to write a letter to Mrs Cole to request any absence stating what the exceptional circumstances of the absence are.

What are allowed authorised absences?

The general list of allowable reasons for absence include:

- *Sickness*
- *Unavoidable hospital/doctor/dentist appointments*
- *Examinations*
- *Days of religious observance*
- **Exceptional** family circumstances

What is the difference between authorised and unauthorised absences?

Authorised: school agrees that there was a justifiable reason for the absence.

Unauthorised: there is no known justifiable reason for the absence



St. Thomas's
CE Primary School

ATTENDANCE LEAFLET

Is your child missing out?

This leaflet gives you important information on the following issues:

- The importance of attendance
- The importance of being on time
- Notifying school in an absence
- Leave of Absence in Term Time
- Monitoring attendance

ATTENDANCE



H.E.R.O.

Here

Everyday

Ready

On Time





The Importance of Being on Time & Good Attendance

Punctuality and good attendance at school means:

- A better chance of being successful in life
- It is easier to make and keep friends
- Not missing out on vital lessons
- Not missing out on important information at the start of the day

Did you know?

*Missing **10 days** each year due to term time holidays is the equivalent of missing a **full term** by the end of primary school. Being **10 minutes** late every day for a week is the equivalent of missing a **whole lesson every week**.*

Notifying School of a Child's Absence

There are two ways to let school know about your child's absence from school:

1. If the absence is planned (Doctor/Dentist appointment) then please let school know in advance by informing your child's class teacher or a member of staff in the office
2. If a child cannot attend or will be late due to sudden illness or a problem, the school must be notified by telephone or message by 9am. If a message has not been received and the child is not in school, parents/carers will be contacted. This is to ensure the safety of your child.

Failure to notify school of an absence may result in the child's non-attendance being recorded as unauthorised.

School Attendance Matters

Please help us to help your child recognise the importance of good attendance and punctuality.

Help them to be an attendance HERO!



Leave of Absence in Term Time

All requests for any leave of absence from school in term time must:

- Be avoided wherever possible
- Be submitted in advance and in writing to the Headteacher, setting out the ***exceptional circumstances*** which warrant the request
- Be authorised by the Headteacher



Did you know?

Holidays in term time can seriously disrupt your child's education.

It is your responsibility to ensure your child completes the learning they miss out on whilst away from school.

Monitoring Attendance

School is required by law to monitor, record and report attendance. Every morning Mr Cunliffe visits each class to note any absent children. If a message has not been received as to the reason for the absence then school will telephone to you. School attendance and children with poor attendance levels are subject to scrutiny. We regularly monitor registers and reports are given to the governors. The Local Authority is informed when children are consistently late and are persistently poor attenders. A letter will be sent from school outlining the child's attendance record and there may be a need to discuss the issue further with parents/carers.

This is our attendance mascot. He spends the week with the class that has the best attendance!

