

What to do when your child is absent from school

- Let us know!
- Telephone the school office, on the first day of absence to explain the reason why your child is away from school.
- If your child is absent for more than one day, please keep the school informed during your child's absence.



- The school may only grant leave of absence during term time for a holiday in the most **exceptional** circumstances. It is necessary to make an application in writing to the governors, at least 4 weeks in advance, giving a full explanation for the request.

When will absence not be authorised?

- The school will not authorise absence for any of the following reasons:
 - > shopping
 - > looking after other members of the family
 - > birthdays or similar events
- If the school remains open during adverse weather conditions and we believe that your child could have got to school, absence will be unauthorised

Broadwindsor C.E. V.C. Primary School

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Broadwindsor C.E. V.C.
Primary School

**What you need to know
about your child's
attendance at school**

**Guidance for parents,
carers and
pupils**

Why good attendance is important

In recent years much research has been carried out on the effect that poor attendance can have on children's progress at school and how well they will achieve in later life.

For example, 90% attendance might sound quite good but what it really means is.....

- Your child is absent from lessons for the equivalent of 1 half day every week
- In one year, 4 whole weeks of lessons are missed
- If your child continues to attend for only 90% of the time over 5 years, he, or she, will miss **half of a school year**

Children who do not attend school regularly often have the following problems:

- They are not able to keep up with their work
- It is difficult, in a busy school day, for teachers to find the time to help your child to catch up
- Children who arrive late miss important parts of the lesson and disrupt the learning of other children in the class



How parents and carers can help:

- Work together with us
- Send your child to school every day, on time, unless they are genuinely ill
- Avoid taking your child out of school for doctors/dental appointments, shopping etc.
- Avoid taking your child out of school for holidays

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School Level Absence ~ 2 Year Trend ~

	2013/2014		2014/2015	
	School	National average for primary schools	School	National average for primary schools
% of enrolments that are Persistent absentees*	4.7	2.8	2.4	2.7
% of sessions missed due to Overall Absence	5.0	3.9	4.2	4.0

* *Persistent absentees are deemed as being absent for 15% or more sessions.*

Broadwindsor School is making good attendance a top priority.

By improving our attendance rates, we will improve the standards that our children achieve and provide them with better chances for life.

We can only achieve this with your full support.

Family holidays during term time

School attendance regulations state that Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances, in which case an application detailing your case should be sent, by yourself, directly to the governors. The Headteacher will then determine the number of school days a child can be away from school if the leave is granted.

Any unauthorised absence, such as holidays in term time, can result in a Fixed Term Penalty Notice.

What will happen if my child is often absent from school?

- The school monitors the attendance of all children
- If your child's attendance falls below 95%, we will contact you to highlight the situation
- If the absence continues, you will be informed and invited to a meeting in school to discuss the reasons for your child's absence.
- If necessary, a referral will be made to the Locality Team so that the absence can be further investigated.

What happens when my child is ill?

There may be times when your child has to miss school because they are ill -

- You should always contact the school on the first day of absence to let the teacher know that your child is unwell
- It is important to let the school know if your child has ongoing health problems so that the right support can be put in place

