

## **Summary of School Attendance Policy**

- ◆ Children are expected to attend school every day, as long as they are fit and healthy to do so.
- ◆ If your child is not well enough to attend school, please contact the school office by 9am giving a specific reason for absence.
- ◆ Please notify the school office on each day of your child's absence to comply with our safeguarding duty of care for every child.
- ◆ Attendance is monitored regularly. If your child's attendance falls below the satisfactory level, you will be contacted about this.
- ◆ Holidays in term time cannot be authorised except for exceptional circumstances. Any request for absence must be made to the Headteacher at least 2 weeks prior to the required leave time.
- ◆ Cases of persistent absence (under 90% attendance) may be investigated by the local authority.

**On the first day of absence please telephone the school office on 01775 724733. For each subsequent day please telephone or email [absence@ahs.me.uk](mailto:absence@ahs.me.uk)**

## **Ayscoughfee Hall School**

**Together We Achieve the Extraordinary**



## **Attendance Information Leaflet**

**Information for Parents and Carers**

## The Law Relating to Attendance

- ◆ All parents have a legal responsibility to ensure their child regularly attends the school at which they are registered.
- ◆ Permitting absence from school without good reason is an offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.
- ◆ Regular attendance at school is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances. (UK Gov. 2024).

## Absence for Illness

- ◆ We do not expect children who are ill to come to school, but if they can get out of bed and play or enjoy TV, they should be in school.
- ◆ Children do not need to be at home with colds and sneezes; if your child has a temperature or an infectious illness they should stay at home.
- ◆ Feeling tired does not mean that your child should stay at home.
- ◆ Looking after your child is our number one priority and we will of course contact you if we feel they should be at home.

## Leave of Absence

- ◆ Leave of absence is not permitted during term time unless there are exceptional circumstances.
- ◆ Taking a leave of absence without prior discussion or consent will result in an unauthorised absence.
- ◆ All Leave of Absence forms should be completed at least two weeks before the intended absence date.
- ◆ Family holidays will rarely be considered as 'exceptional circumstances'. Our attendance policy highlights these exceptions.
- ◆ Please make medical and dental appointments outside of school hours or during school holidays wherever possible.

## Absence and its Impact on Learning

Did you know that 90% attendance - which is classed as persistent absence- equates to 19 days of absence over a school year? That's a total of 3 weeks and 4 days of missed learning time! 85% absence takes 5 weeks and 3 days from the school year—almost half a term. It is very difficult for a child to catch up on missed learning with these levels of absence; the gaps in their learning can have an impact across their time both at this school and their future secondary school.

**The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year.**

**Secondary schools do look at attendance levels when offering places on appeal, in particular the rates of 'unauthorised absence'.**

## Our Attendance Procedures

**Daily Monitoring** - Each child's attendance is monitored daily. If your child is not in school, you must contact the school to give a reason why. If we have not heard from you before 10am it may be necessary for us to conduct a 'Safe and Well' visit.

**Concerning Levels of Absence** - If attendance is approaching the level of persistent absence school will contact you to discuss how we can work together to improve attendance.

**Persistent Absence - 90%** - If attendance falls below 90% you will be invited into school to meet with the Headteacher to discuss how we can support you to improve attendance.

**Absence of 85% or below** - for absence at this level, we are obliged to notify the local authority for further action. In some cases, this could result in penalty notices or prosecution. Absence below 51% may result in the involvement of external agencies.

**If you are having difficulties with your child's attendance, it is important that you speak to the school and we will be happy to support you with this.**