

Kingshill Church School

Attendance

Guidance for Parents and Pupils

Major issues affecting school attendance

Term Time Leave

Pupils who are taken out of school during term time may find it hard to catch up and this can have a detrimental effect on their learning.

The law states that parents **do not** have the right to take their children out of school for holidays during term time.

Any request for Term Time Leave must be made in writing to the Headteacher at least two weeks in advance. Requests will not usually be granted as the Headteacher will only authorise term time leave in **EXCEPTIONAL** circumstances according to the DfE guidelines (see Attendance Policy). It is not the school's responsibility to issue work during term time leave as your child should be attending school. Any unauthorised absence, including term time leave **not** agreed with the school, could result in a Penalty Notice being issued to each parent for each child affected.

Medical

We would not expect any parent to send their child to school if they were genuinely unwell. Days off for illness are of course authorised. However, if your child is going to be absent for 5 consecutive days we may request medical evidence to support the absence.

If your child is feeling 'under the weather' it is usually best to bring them to school. We will contact you if a child becomes too unwell to remain in school.

What Kingshill Church School is doing to support attendance

All members of staff in our school understand how important attendance is and encourage a positive ethos regarding attendance for all pupils.

97% to 100% - excellent attendance

96% - expected attendance

Below 95% - attendance below this level will trigger action by the school

Attendance is monitored regularly with any unexplained absence being investigated by contact with home to ascertain the reason for absence. If contact cannot be made the absence may be recorded as **UNAUTHORISED**.

It is the parent's responsibility to inform the school of any absence.

Your school contact for attendance matters is Mrs Alison Cleeves (School Office)

Education Welfare Officer (EWO)

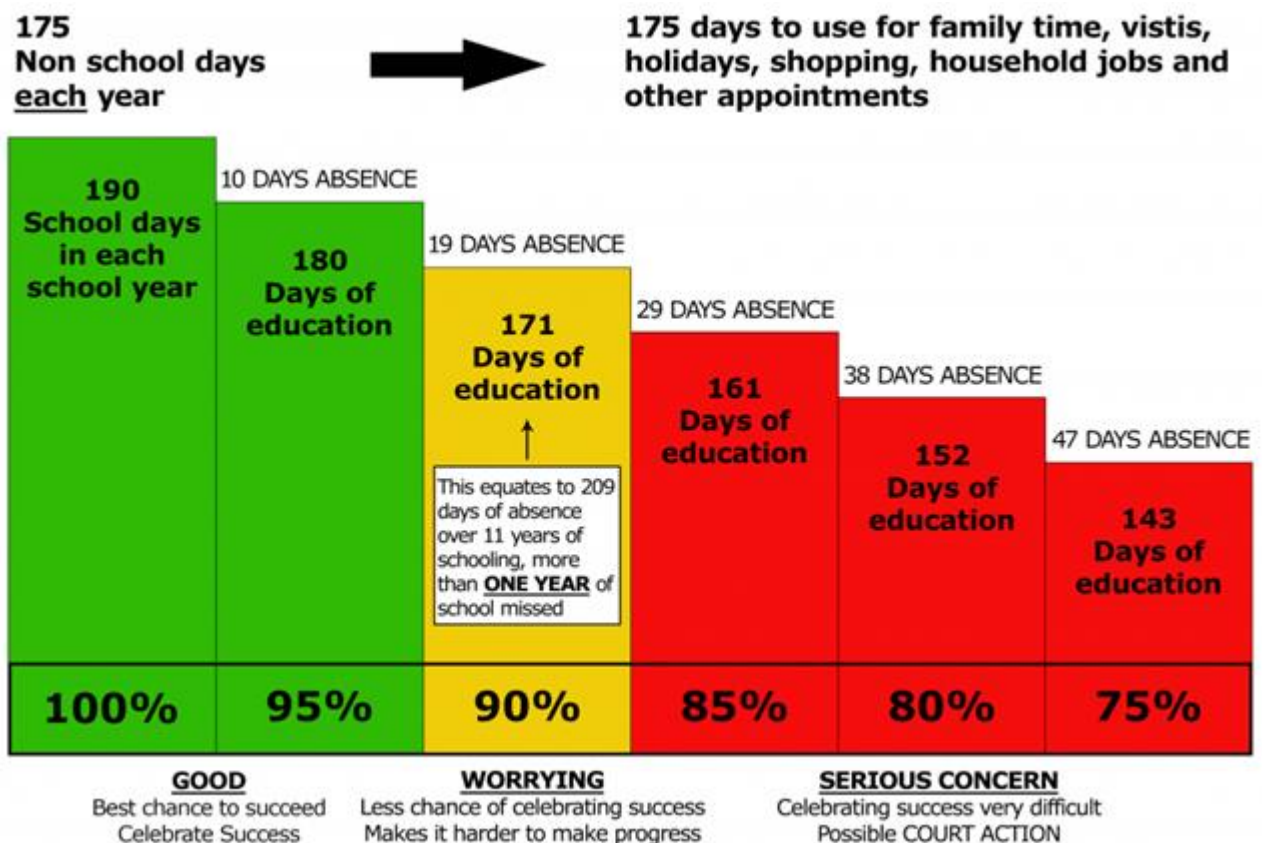
Pupils whose attendance is causing concern may be referred to the school's Education Welfare Officer. The Education Welfare Officer visits the school regularly to monitor attendance and discuss with the school the best way to bring about improvement in a pupil's attendance and, sometimes, the need to Issue a Penalty Notice.

Why does attendance matter?

Research shows that there is a direct link between good attendance and achievement in school. Poor attendance can have a direct effect on a pupil's attainment. 90% attendance for example in reality is :-

- On average half a day's school missed every week and in one year four whole weeks of school would be missed

Pupils whose attendance is good are more likely to feel happy within their peer group socially, feel better able to 'keep up' academically and more able to cope with the many demands of a busy school life. Good attendance habits and punctuality in school are often carried into later life.



It is the responsibility of parents or carers to contact the school as early as possible on the first day of absence.

Penalty Warning Notices

In school, one day is equivalent to 2 sessions. Pupils who have 10 unauthorised sessions of absence (5 days) within 12 weeks of school may be issued a Penalty Notice or a Penalty Fine. The Notice means that attendance is monitored especially carefully and any further absence could then result in a Penalty Fine of £60 per child, per parent being imposed.

A parent who takes their child out of school during term time after the Headteacher has refused to authorise term time leave could also receive a Penalty Notice or a Penalty Fine.

