

# Attendance

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# Times

**90% attendance sounds really good doesn't it? ..... It's not!**

It's the same as missing a month off school every year! If your child had an attendance of 90% throughout their school life then they would have missed a whole year of learning!



## Did you know?

*One week's absence from school is the same as missing 30 hours of learning that teachers cannot repeat!*



**EVERY DAY COUNTS IN YOUR CHILDS  
EDUCATION  
AND EVERY MINUTE IS IMPORTANT**

**LOST MINUTES = LOST LEARNING  
MISSED EDUCATION = MISSED LEARNING**

## THE REALLY IMPORTANT STUFF

It is law that your child attends school full time from the term after their fifth birthday.

Your child's attendance will be monitored extremely closely at school and this starts from the moment they step in to the building by being registered by their class teacher.



Registration is also checked in the afternoon, so your child receives two attendance marks a day, AM and PM sessions.



If your child is unable to attend in the morning then you must inform the school and give them the reason for their absence. If the school have not been informed of your child's absence, you will be contacted by phone or text that day. Your child's School will judge if the reason given for the absence is acceptable to be marked as an authorised absence.

Contacting the school will help prevent them from having to chase you and avoid reporting your child as missing to the Education Welfare Service. The Education Welfare Officer (EWO) may feel it necessary to home visit and check on the welfare of your child and ask for an explanation of the absence.



There are very few reasons that school can accept for your child's absence. Illness is the most common reason for pupil absence but if long and frequent absences persist, then the school will ask you to provide medical evidence (see pg3).

If you are unsure whether to send your child into school, then please call the schools administration staff who will be able to help and offer you guidance.



### LATENESS

If your child is late then they will be marked as absent until arrival (L on the register). If your child arrives after the schools official closes (please check with your school for this time but it is usually 9.30am) then they will be marked as an unauthorised absentee (U). There can be legal consequences for unauthorised absences from school. If you are running late then please call the school to notify them out of courtesy.



for registration (usually 8.45am)

# My child is ill .....

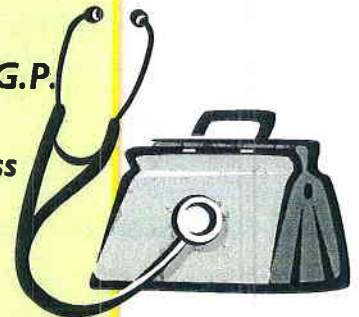


Your child's school can only authorise an acceptable amount of illness throughout the school year on face value, similar to an employer. When an unacceptable amount of illness occurs, the school will ask you to give them medical evidence proving that your child was ill. This decision is only taken because of the high frequency of illnesses that your child may have had. The school may request evidence from you when your child has amassed 10 or more days of illness.

Only when evidence is provided can your child be marked as ill for this period of time. If evidence is not provided then the absence will be marked as an unauthorised absence. The school will monitor these absences and inform the EWO.

## EVIDENCE OF ILLNESS

- *Surgery appointment card to prove you have visited the G.P. or Nurse*
- *Bring prescriptions and medicine to school to prove illness*
- *G.P. letters (though you may be charged for this by your Surgery)*
- *Appointment confirmation cards/slips form Hospital or Surgery*



## MEDICAL APPOINTMENTS

Please book all medical appointments outside of school hours wherever possible. Medical appointments are marked as M on the register. Evidence of the medical appointment may be requested by your school. If you cannot get an Out-of-school appointment and it is in the morning, then you must return your child to school for the afternoon session and vice versa for afternoon appointments.



## ABSENCES IN TERM TIME

If you are considering taking your child on a holiday during term time then new Government legislation says that all schools are unable to authorise any requests for absence relating to holidays in term time.



This has been brought in by an amendment to the Education (Pupil Registration) (England) Regulations 2006, which has reference to holidays and the ten day period where Headteachers used to be able to grant leave of absence during term time except in exceptional circumstances. Headteachers are now unable to grant leave unless there are exceptional circumstances (See pg5).

The Government firmly believe that 175 days holiday a year for a school pupil is more than enough time for families to spend time together and organise their events during these known periods (Easter, Summer, Christmas and 3 half terms).



Research suggest that children who are taken out of school may never catch up on the work that they have missed. This may affect test results and can be particularly harmful if the child's is working towards their SATS in year 6.

## WHAT TO DO IF I NEED TAKE MY CHILD OUT OF SCHOOL

If you are planning on taking your child on holiday or any other form of absence e.g. wedding, funeral, Fathers ship leaving port, then you will need to complete an Absence Request Form (S2).

You can get this form from your school administrator.

The Headteacher will then decide if the absence is exceptional. There are very few circumstances that are seen as exceptional (see the list).

### THE CONSEQUENCES!

All absences that do not meet the unacceptable threshold will be marked as unauthorised by the Headteacher. If poor attendance continues then you will be Referred to the Education Welfare Officer who may take Further action. This may include penalty notices.



## ARE YOU THINKING ABOUT TAKING YOUR CHILD OUT OF SCHOOL?



### REASONS TO ALLOW ABSENCE

- ✓ Bereavement of an immediate family member
- ✓ Funeral of an immediate family member
- ✓ Religious observance
- ✓ Transport was not provided by the Local Authority when Children of Service personnel about to go/return from **ACTIVE SERVICE** (Permission would only be granted if accompanied by a letter from Commanding Officer)
- ✓ **ONE DAY** absence could be authorised for a wedding of an immediate family member and the invitation has been provided as evidence
- ✓ One off sporting event/performance arts competitions if the child is participating and is at County standard or above and a letter has been provided by the performing arts/sports regional governing body as evidence
- ✓ **ONE DAY** of absence could be authorised for immediate family members graduation ceremony/passing out parade
- ✓ Medical appointments: Parents/ carers should be encouraged to arrange non-urgent medical appointments outside of school hours when possible. If the medical appointment is during the school day, evidence must be provided.

### REASON THAT WILL NOT BE ALLOWED



- ✗ To care for other family members
- ✗ Birthdays
- ✗ To interpret for other family members
- ✗ No school uniform/shoes
- ✗ Bullying & friendship problems
- ✗ Head lice
- ✗ Learning difficulties
- ✗ Family holidays
- ✗ Weddings abroad – regardless of whether it is for immediate family members
- ✗ Anniversaries & family parties
- ✗ Travel problems
- ✗ School refusal

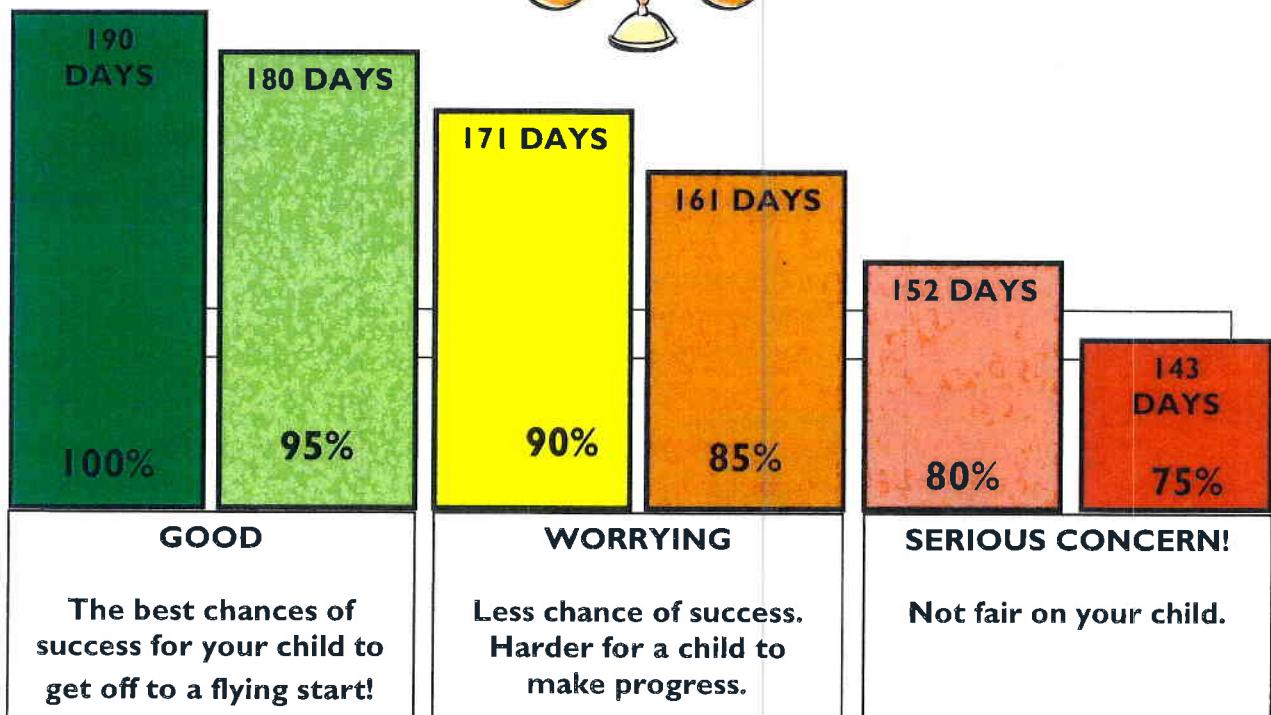
**SO, IF YOU ARE STILL WANTING TO TAKE YOUR CHILD OUT OF SCHOOL, PLEASE THINK CAREFULLY AND ASK YOURSELF.....**



- Approximately every 6 weeks your child gets a holiday from school work. Take your child on holiday at the right time!
- Your child only gets one chance at a school education!
- A day lost can never be repeated!
- What are they missing? Will they fall behind and struggle to catch up? School will not send work home for holidays during term time!
- Are you sending out the right message to your child?

**190 DAYS IN SCHOOL**

**175 NON SCHOOL DAYS**



## **What do the Education Welfare Officers do?**

**We are a team of highly trained and experienced Education Welfare Officers that cover all schools within Plymouth City Council and some surrounding areas.**

**We support schools, parents and other agencies in the education of children to help them attend school and achieve their full potential.**

**We work alongside a legal framework that aids the school in good attendance and ensures that parents take the responsibility of educating their child to help them achieve in learning.**

**We visit schools at least once a term to help monitor whole school attendance and to give advice and guidance with regards to barriers in non-attendance. We take referrals for poor attending pupils and make contact with their parents or carers with the aim of finding a solution to poor attendance. This is done by our letter procedures, phone calls and home visits to investigate reasons for non-attendance, break down barriers and to help find a holistic approach to a better attendance for the child.**