

Attendance Quick Reference Guide

Information for Parents and Carers

Good attendance and punctuality are vital to the progress of children's education. Whilst we understand that we are all ill on occasions or unavoidably late or absent, parents/carers are expected to ensure their child attends school regularly.

We have high expectations at Park Hill. With parents/carers, we are partners in pupils' education and endeavour to work together to help all children reach their goals – we need children in school to be able to do this. We ask that, if significant events are likely to impact upon a child's ability to attend school, that parents/carers inform us.

It is the responsibility of parents/carers to ensure their child attends school on time, every day. Allowing a child to be absent without good reason is against the law and parents/carers can face prosecution.

Registration

- The school gates open at 8.45am.
- The morning register is taken at 8.55am. Children arriving at school after this time will be marked as late.
- The register closes at 9.30am. Children arriving at school after this time will receive an unauthorised absence.
- The afternoon register is taken at 1.00pm.
- The school day ends at 3.30pm.

Illness

- Children should only be kept at home if they have a serious illness or injury. If this is the case, parents/carers should telephone the school on the first day of absence and provide a reason for absence, before the register is taken at 9.00am.
- Wherever possible, parents/carers should provide medical evidence of absences that last any longer than three school days, for example, a screenshot or photo of an appointment or a photograph of medication. This can be shown to a member of office staff or emailed to school.
- If a child has a minor illness e.g. a mild headache or stomach ache, parents/carers should inform the school and bring them in. We can administer medication if parents/carers complete a consent form, which can be obtained from the school office. If children do not get any better, school will contact parents straight away, to collect them.
- If a child is ill when their overall attendance is already a concern, a Safe and Well Check (where our Attendance Advisor visits the home address) will be carried out.
- If a child is absent for longer than three school days and parents/carers have not updated school to let us know a date for their return, we will call to ask how the child is.

School telephone number: 01215562188

School email address: office@parkhillprimary.co.uk

Appointments

- Parents/carers should make dental, clinic or hospital appointments outside of school hours wherever possible.
- For appointments that unavoidably fall in school hours, parents/carers should inform the school and provide evidence, for example, a screenshot or photo of an appointment or a photo of a

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letter. This can be shown to a member of office staff or emailed to school. We will then code the absence correctly as a medical appointment.

- Children should be brought into school before and/or after an appointment wherever possible. Children should miss as little time as possible.

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Lateness

- If a child is late for school, parents/carers must accompany them to the main office to sign them in and provide the school office with a reason for lateness.
- Please do not wait at the school gate for children to come into school alone. Children often come in feeling worried, upset or embarrassed and the company of their parent / carer can reassure them as they come into school.

Unauthorised Absence

School will not authorise absence for any of the following:

- Holidays during term time
- Extended leave to visit family abroad
- Parents/carers keeping children off school when a parent/carers is ill
- For revision for admission tests to high schools e.g. grammar school entrance exams
- Catching up on any previously missed schoolwork
- Truancy before or during the school day
- Absences that have never been properly explained
- Children who arrive late after the registers close
- Shopping or day trips organised by parents/carers in school time
- Birthdays
- Looking after other children

Leave of Absence Requests

- Although we are unable to authorise absences for the above reasons, parents/carers must still complete a Leave of Absence Request form. These are available from the school office.
- Both pages 1 and 2 must be completed, with information about all adults who have parental responsibility for a child.
- This must be completed and returned to school at least two weeks before the first day of absence.
- If your child's attendance is below 95%, or you have previously taken unauthorised leave during term-time, the absence will be referred to the Local Authority.

Contact Details

We have a duty to ensure that there are at least two sets of emergency contact details for each pupil wherever possible to ensure that we have additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation. We ask that parents/carers update us with any changes to their details or those of other emergency contacts.

Working Together

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We will work collaboratively with children and their parents/carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support, rather than immediately begin Legal Intervention Referrals.

Where these barriers are related to the pupil's experience in school, such as bullying, we will work with any relevant school staff to address this, for example, teachers or the SENDCo.

Where the barriers are outside of the school's control, for example, they are related to issues within the pupil's family, we will liaise with any relevant external agencies or authorities e.g. children's social care or the Local Authority and we will encourage parents/carers to access support that they may need.

GDPR

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe: poor school attendance can be an indicator of safeguarding concerns, including educational neglect.

When sharing information with local partners, we will seek the consent of parents/carers wherever possible and be open and honest about why and how information will be shared, for example, when completing Attendance Support Requests or Early Help Assessments. However, there are situations when we are required to share information without consent.

This policy explains when information will be shared with external agencies, for example, when a child's attendance reaches 90% or less or when the whereabouts of a child are unknown.