

## Attendance Matters

### Working Together:

If a pupil is ill:

- Ring us as soon as possible on the first day of absence.
- Your child should return to school as soon as he/she is able.
- Send us a note upon your child's return with the reason for the absence.
- Your child will be welcomed back to school and depending on their age may have to catch up on missed work.

### Pupils may struggle to attend school for a number of reasons:

- Difficulties with work.
- Friendship problems or pressure to truant.
- Fear of bullying.
- Family problems.

We can help to sort out these problems IF they are in school.

Parent/carers have responsibility to ensure their children attend school every day. We need to work together to help you find a solution, whatever the problem.

**Make attendance a priority. Your child's records are passed on through all schools they attend and to prospective employers.**

**ATTENDANCE MATTERS  
ATTEND MORE, LEARN MORE!**



Alpington & Bergh Apton CE VA Primary  
Ditchingham Primary  
Earsham CE VA Primary  
Ellingham VC Primary  
Gillingham St Michael's CE Primary  
Glebeland Community Primary  
Hobart High School  
Loddon Infant & Nursery School  
Loddon Junior School  
Seething & Mundham Primary  
Thurlton Primary  
Thurton CE Primary  
Woodton Primary



We are committed to full attendance

## ATTENDANCE MATTERS

### Why?

- To enjoy and achieve
- To be safe
- To be happy and healthy
- To make a positive contribution
- For economic well being



**Every absence leads to a break in learning. Schools do not have 'empty days'.**

Learning today depends upon discussion, listening, practising - missed work cannot always be caught up.

**School provides opportunities - absence robs pupils of these opportunities.**

- Pupils in school are safe - unsupervised absence/truancy can put pupils at risk.
- It's never too early to learn good habits for life including regular attendance and school is training for life.
- Poor attendance in Infant, Primary or Junior school can lead to a habit of truancy or poor attendance in teenage years.

### Punctuality:

- Arriving ten minutes late results in ten minutes of missed contact.
- All late arrivals disrupt the day's work.
- Lateness can be distressing for your child. It is vital that your child arrives at school on time.

### The Law:

**TRUANCY IS ABSENCE FROM SCHOOL FOR UNAUTHORISED REASONS** — you may give your permission but it may still be illegal.

It is a parent/carer's responsibility to make sure their child attends school every day.

The only exceptions that may be AUTHORISED include:

- Illness
- Medical visits
- Educational visits / school activities (sports, college visits)
- Interviews
- Work experience
- External exams
- Exceptional circumstances (family funeral)
- Religious observance

### Unauthorised means:

- All day dental medical appointments.
- Waiting for plumber/electrician/delivery.
- Looking after sick relatives or younger children (talk to us if this is an issue).
- Any kind of work.
- Shopping - even for school clothes or shoes.
- Day away from school for birthdays.
- Extended family holidays.
- Going with a brother or sister to their appointment or staying away if they are ill.

### Consequences:

- Parents risk going to court to explain pupil's non attendance.
- Parents may face a considerable fine.
- The school has to include absence rates in each pupil's report and reference.
- Involvement of the Attendance Officer who may want to meet with you.

### Holidays:

- Permission for holidays in term time may only be given after an application to the Headteacher.
- Authorisation is only given if time cannot be taken during school holidays and 10 school days is the absolute limit in any school year. Evidence from employers to support the application will be needed.
- Please be aware that a two week holiday results in 50 missed hours of school and imposes a heavy burden on pupils who need to catch up.