



ATTENDANCE

An information leaflet for parents and carers

“Koinonia Federation recognises that positive behaviour and good attendance are central to raising standards of pupil attainment.

Regular school attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.”

What should I do if my child is absent form school?

By law, schools must record absences and the reasons given.

You are therefore required to contact school, immediately, if your child has to be absent, using the details provided.

If your child is absent due to illness, any evidence to support their inability to attend school, due to ill health, that you are able to provide, will be recorded and assist the Headteacher in deciding whether they can authorise the absence or not.

The Headteacher via the school office, should be informed in writing of absences known in advance, such as medical/hospital appointments, providing a copy of the appointment letter.

If you want to request a longer absence-which may or may not be authorised (see-overleaf) – please use a Leave of Absence form available from the school office.

September 2024

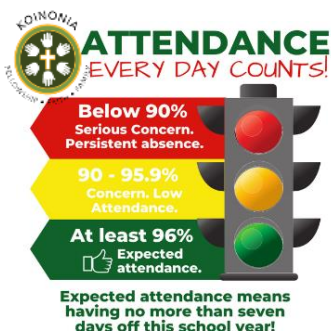
For all children to gain the greatest benefit from their education, it is vital that they attend school regularly and on time, every day that the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning.

Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively, in line with Government and Local Authority requirements, and reasons for absences are recorded promptly and consistently.
- Working in partnership with parents/carers so that they are aware of their own child’s attendance record and the impact that this is having on their education.

The school’s Attendance Policy is published on the school website, or is available from the office. We are always pleased to support pupils and their families to ensure regular attendance at school.

If you are experiencing difficulties in ensuring your child’s regular school attendance, communicate with the schools Attendance Lead, who will arrange to meet with you to address supportive measures to improve school attendance.



Understanding different types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required and is a legal requirement.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical or dental appointments which unavoidably fall in school time, as well as emergencies or other unavoidable cause.

Unauthorised absences are those which the school and governors, following Government regulations, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions in the form of penalty notices and/or legal proceedings.

Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- truancy before or during the school day
- absences which have never been properly explained.
- children who arrive at school too late to be registered (30 minutes after the register opens);
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments.
- their own or family birthdays;
- day trips;
- holiday in term time, including any arranged by other family members or friends.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.

Holidays in Term Time (Unauthorised Leave of Absence)

There is no entitlement in law for pupils to take time off during the term to go on holiday.

The law specifies that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances." The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

Exceptional circumstances are considered on a case-by-case basis.

If you feel that your request for leave of absence is exceptional, please complete the 'Leave of Absence Request Form' and give it to the school office for the attention of the Headteacher.

You will be invited into school, to discuss the matter and be informed in writing of the outcome.

The Department for Education has introduced a new statutory national Framework, that all schools in England must follow.

- There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including lateness.

Attendance Policy QR Code

