

### Holidays in term time.

Holidays during school time are not allowed and will not be authorised. Only **exceptional circumstances will be authorised:**

- e.g. death of parent/carer or sibling of the pupil
- Life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Only Mr Shufflebottom can authorise absence.

Exceptional circumstances do not include:

- Cheaper holidays
- Pre-booked holidays or holidays already taken.

If you feel that your circumstances are exceptional you will need to fill in an 'Exceptional Circumstances' form which is available from the main office. This form must be completed and returned to school well in advance of the requested school leave.

**It is not true** that pupils catch up on missed work. Research shows that by missing lessons, pupils soon fall behind.

**It is not true** that lessons are repeated at a later date.

**It is not true** that you are entitled to 10 days extra holiday each year.

**REMEMBER, EVERY SCHOOL DAY COUNTS.**

### What can you do if you have problems getting your child to school?

If you have any problems, please come and talk with us.

Samantha Osman our Pastoral Manager can offer you support . You can contact her in the Main office or on the school telephone number.

We monitor every child's attendance. If we have any concerns, we will contact you.

### What happens next?

We will involve the Big Community social worker, Lisa Harrison if your child's attendance falls below 95%. You will then be invited into school to discuss your child's attendance.

Where a child has 10 or more days of unauthorised absence, they will be placed on **Spotlight**. Any further unauthorised absences may result in court action.

In the worst case, you may have to go to court and receive a fine. The Court section have successfully prosecuted two families from Paganel this year.

Working together should help us sort out any difficulties so this does not happen.

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# Paganel Primary School 2015/2016

## A Guide to Good Attendance

# Information for Parents

## Why is it important for your child to come to school regularly and on time?

Regular attendance is important so that your child gets the best out of their time at school.

Children are expected to attend school everyday, on time, unless they are ill or there are other authorised reasons for absence.

You can help by making sure your child arrives in school for 8:40am each morning ready for the start of the school day at 8:50am.

## Did you know...?

1. There are 175 non-school days during the year to spend on family time.
2. There are 190 school days. Each day is counted as two marks - one for the morning and one for the afternoon.
3. If your child misses 10 sessions during the year this is the same as a whole week of lessons.
4. If your child misses 60 sessions or 30 days this is the same as a whole half- term's worth of learning.

Therefore the longer your child is absent from school, the greater the impact on their education and lessons missed will not be taught again.

**IF YOUR CHILD IS ABSENT FROM SCHOOL FOR 20 CONSECUTIVE DAYS, THEY MAY LOSE THEIR PLACE AT PAGANEL**

## What to do if your child is absent from school.

Parents/carers are required to contact school as soon as possible on ***each day*** that their child is absent, giving a reason for the absence.

If your child has an appointment at the dentist, doctor or hospital please let us know before they go either in person, by telephone or letter. You must provide a copy of an appointment card or letter before we can authorise the absence.

If we have not heard from you either by telephone or by letter, we will text/telephone you before 10:00am to find out the reason.

If you do not give a reason for your child's absence it will be recorded as an unauthorised.

Unauthorised absences are reported to our Big Community Social Worker.

All absences are recorded on your child's electronic attendance record., which follows them throughout their entire school career.

*If you are concerned about your child's absence due to illness and would like to speak with someone, the school nurse is available every other Friday morning. Please contact Samantha Osman our Pastoral Manager to book an appointment.*

## What are genuine reason for absence?

1. Illness\* (If we are concerned about the amount of illness a child has, we will make a referral to the school nurse.)
2. Medical, dental or hospital appointments\*
3. Religious ceremonies
4. The Head Teacher has given permission for your child to be away from school.

## What are unauthorised absences?

1. No uniform
2. Oversleeping
3. Shopping
4. A day off for a birthday
5. Lateness
6. Parents being unwell
7. Brothers and sisters being unwell
8. Behaviour difficulties
9. Problems with another child.
10. Failure to inform school of an absence.

\*Prolonged or regular illnesses, and medical appointments **must** be supported with medical evidence e.g. appointment letters or cards.