

Requests for a planned absence **will not** be granted in the following circumstances:

- Immediately before or during assessment periods (SATs)
- When a pupil's attendance record shows below 90%
- Where a pupil's authorised absence record is already above 10 percent, for any reason (e.g., attendance at 90%)



### **Punctuality**

Good attendance also involves punctuality. You also have a responsibility to ensure your child arrives to school on time and stays in school during the day.

All pupils are expected to be in school by 8.45 a.m. At 8.45am school doors close. If pupils are not in their classrooms when the doors close, they receive a late mark.

### **How can I help?**

You can help in many ways:

- Encourage good attendance by making sure your child goes to school regularly.
- Take an interest in your child's schoolwork.
- Make sure your child understands that you do not approve of absence from school.

- Inform us on the first day of your child's absence and keep us updated throughout the absence period.
- Cooperate with our school to make sure your child overcomes any attendance problems.
- Apply for permission well in advance.
- Only take your child out of school during term time where the absence has been **authorised**.

### **Attendance matters!**

**Don't underestimate the importance of 100 percent attendance. Even one day missed can have an effect on learning.**

**National Attendance Target - 96%**

**Our school target - 97%**

**We monitor attendance on a half termly cycle. All attendance falling below 90% is recorded and monitored for another half term cycle. Parents may be spoken to or receive a letter regarding this absence. Attendance falling below 85% over the half term will action a letter to parents.**

**Please remember a letter will be sent regardless of school knowing absence reasons. This may occur for both authorised/unauthorised absences.**

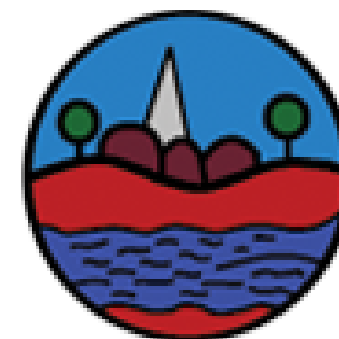
**Please help us to promote good attendance throughout our school – you really do play an important role.**

If you'd like further information regarding attendance at our school, please see our Attendance Policy downloadable from the school's website.

Acting Headteacher – Amanda Lee -  
October 2022

## **Rockcliffe CE School**

### **Attendance: What parents need to know**



### **Why is good attendance important?**

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through regular attendance, pupils can:

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour and becoming victims or perpetrators of crime.



**All parents can promote good attendance and work in partnership with the child's school to provide a cohesive approach.**

## What does the law say?

All children of compulsory school age – between 5-16 – must receive a suitable full-time education. As a parent, you are responsible for ensuring that this happens, either by registering your child at a school or by making appropriate alternative arrangements.

Once you have registered your child at a school, you are also legally responsible for ensuring that your child attends school regularly. If you fail to do this – even if your child misses school without you knowing – legal action can be taken against you by the LA. It is a legal offence to fail to ensure your child attends school regularly.

**Legal action can involve a penalty notice or being taken to court.**



## Can my child ever be absent?

When a pupil is absent from school, this will be classified as either '**authorised**' or '**unauthorised**'.

The governing body and headteacher decide which absences are granted as authorised. Authorised absences are only permitted for valid reasons, e.g.:

- Illness and Covid related absence
- Medical or dental appointments
- Religious observances
- Family bereavement
- Exceptional Circumstances

Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.



## What are unauthorised absences?

Unauthorised absences are those which the school does not consider essential or reasonable.

Unauthorised absences can include:

- Forgetting school term dates
- Oversleeping
- Absences which have not been explained
- Arriving at school after the register has closed
- Leaving school for no reason during the day
- Truancy before or during the school day
- Keeping pupils off school unnecessarily or without explanation
- Day trips or family outings
- Problems with uniform/clothing
- Birthdays and holidays

## Holidays during term time

The school **cannot** be expected to authorise an absence for a holiday during term time.

Taking holidays during term time means that pupils miss important school time – both educationally and for other school activities. It will be difficult for pupils to catch up on work when they return to school. Only in **exceptional circumstances** may a holiday be authorised during term time – this will be decided by the headteacher.

**Exceptional circumstances do not involve cheaper costs, family availability or weather conditions.**



## Requesting absences

Authorisation of absences are at the discretion of the headteacher.

All absences, including for holidays, must be requested as far in advance as possible. If you think your child needs to be taken out of school, you should discuss the reasons with the headteacher as soon as possible and/or complete an absence request form and hand in to the main office.

You will be informed by letter whether the absence will be authorised or not.