



Attendance Summary for Parents

Our Expectations of You	What We Will Do
<ul style="list-style-type: none"> • Ensure your child attends school every day on time. • Children should be in school by 9am. 	<ul style="list-style-type: none"> • Have a clear school attendance policy. • Develop a whole school culture that promotes the benefits of good attendance e.g. attendance awards, letters
<ul style="list-style-type: none"> • Notify school as soon as possible if your child is going to be absent. • This should be before 9.30am on each day of absence. 	<ul style="list-style-type: none"> • We will contact home by 10am if a child is absence and we haven't had a reason. • Where we have concerns, and we haven't had any contact from home, we may contact other family members or make house calls.
<ul style="list-style-type: none"> • Try to make medical appointments out of school hours. 	
Actions When Attendance is a Concern	
<ul style="list-style-type: none"> • Where attendance falls below 95% 	<ul style="list-style-type: none"> • We will write to you to inform you that attendance is beginning to cause concern
<ul style="list-style-type: none"> • Where attendance is between 90-93% 	<ul style="list-style-type: none"> • We will write to you to highlight attendance is a significant concern. • School may arrange a meeting to discuss reasons for your child's poor attendance and discuss possible support
<ul style="list-style-type: none"> • Where attendance falls below 90% 	<ul style="list-style-type: none"> • We will write to you again and put additional targeted support in place as necessary. • An attendance plan may be put in place. • Where there is lack of engagement, we will arrange more formal conversations to discuss possible legal intervention. • We may not authorise any absence without medical proof.
<ul style="list-style-type: none"> • Where attendance is persistently below 90% and there has been no improvement following support offered 	<ul style="list-style-type: none"> • School will inform you of a 6 week monitoring period. If your child has 3 or more unauthorised absences in this period, school will refer to the Local Authority who may consider issuing a fixed penalty notice or court procedures.
Holidays in term time	
<ul style="list-style-type: none"> • School will not authorise holidays during term time • School will look at child's overall attendance figures when considering referring to the Local Authority for issuing of a fixed penalty notice 	