



# Attendance

## Frequently Asked Questions

### **What action should I take if my child is too unwell to attend school?**

All absences must be reported by 9:30am on a daily basis. It is a parent's responsibility to ensure their child attends school regularly and punctually. Please refer to the NHS guide: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

### **How do I report an absence?**

Telephone the school on 01582 733764 and leave a message by pressing Option 1. Information should include: Your child's name, Class name, Reason for absence.

### **My child needs a medical appointment, what should I do?**

Appointments should be made out of school hours wherever possible. If this is not possible, please inform your child's teacher in advance by letter. Copies of any appointment cards or letters will also be required.

### **If my child is late for school what should they do and what will happen?**

Gates close at 9.00am. If your child arrives after the gate has closed, they must report to the office and give their name and class. The office will take them to their class as appropriate. Children in Reception to Year 4 must be accompanied by a responsible adult. Being late for anything on a regular basis is not acceptable and school is no different.

### **I want to take my child out of school during term time. What should I do?**

The law states that you do not have the right to take your child out of school during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of leave taken in term time, including family holidays, and we will not authorise any absence where children miss school unless there are exceptional circumstances. We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first by contacting Mrs Bland (Attendance Officer) through Reception. We cannot retrospectively authorise absence from school under any circumstances.

### **Why have I received a Penalty Notice?**

Penalty notices are fines of £160.00 per child per parents if paid within 28 days. This will be reduced to £80 if paid within 21 days. Penalty notices can be used where the pupil's absence has not been authorised by the school.

**Please refer to our Attendance and Punctuality policy for more details about attendance and penalty fines.**