

There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



## Do you need support? We are Here to Help

If you feel you need support with your child's attendance or punctuality, please contact the school and ask to make an appointment to speak to the Attendance team.

School gates are open at 8.35am. The register is taken at 8.45am and lessons begin at 8.50am. Your child will be marked as L code for late if they are not in class by 9.15am. After 9.15am your child will be marked as U for unauthorised. If your child arrives at school after 8.45am they must come to the Junior office to be signed in.

## Your Legal Responsibility

Your child's school is responsible by law for reporting poor attendance to the LA. As a parent or step-parent you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge.

The school will decide if absences are authorised or not, according to LA guidance. You may be issued with a penalty notice or be taken to court. The court has the power to issue fines and the LA may decide to prosecute a parent.



## Moorlands Schools Federation Attendance Matters!

**The world is run by those  
who turn up... and on time**

**Attending school every day** = 100% attendance

**Attending 4 ½ days a week** = 90% attendance  
= 4 weeks missed per year

**Attending 4 days a week** = 80% attendance =  
more than half a term missed per year

**Attending 3 ½ days each week** = 70%  
attendance = more than a quarter of the school  
year missed.

An average attendance of 80% or less across a  
child's school career adds up to missing a whole 2  
years of school.

**Being late for school also means you have  
less time for learning...**

If you are 5 minutes late every day you will miss  
three days of learning each year.

If you are 15 minutes late every day you will miss  
is 2 weeks of learning each year.



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# Get your child to school **on time** every day.



There is a **good link between good school attendance and high attainment.**

Regardless of the reason, if your child is absent from school it **will impact their learning.**

Parents/carers are **legally responsible** for ensuring their child attends school on time every day.

## 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 should promote good attendance and work in partnership with their child's school to provide a cohesive approach.**

## Reporting Absence

It is the parent/carer's responsibility to notify the school of their child's absence, this should be done by 9am on the first day of absence giving the reason for absence and expected day of return (you may be asked for medical evidence for the absence to be authorised).

**If there is no contact or the school has concerns, you may receive a home visit. If there is no response your child may be reported as missing to the Local Authority/Police.**

## Medical Appointments

Where possible all appointments should be booked out of school hours. Where this is not possible the school will only authorise the period of the appointment and reasonable travelling time, evidence of the appointment must be shown to the school office.

## Days off school add up to lost learning!

### 175 NON SCHOOL DAYS A YEAR

**175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments.**

## Unauthorised leave in Term Time (holidays)

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods.

## Punctuality

It is important that your child gets to school on time.

**Being 10 minutes late every day = 33 hours of lost teaching time each year.**

Arriving late to school is unsettling for your child and other children in the class and can be embarrassing for your child.

## Absence during Term Time

Parents must complete a request for absence form for any period of planned absence providing the circumstances/timing. Absence will only be authorised if it is unavoidable or arises out of exceptional circumstances. The decision whether or not to authorise absence is the headteacher's, taken with the support of the school governors. Also, if a pupil does not return on the date given, the school will attempt to contact the parents. If we are unable to make contact, we will pass this information on to the Children Missing Education Service as a safeguarding precaution.

## If Attendance is a Concern

Attendance is a key priority for our school. We monitor pupil attendance closely and work with pupils and families to ensure any barrier is removed to allow all pupils to access learning in school. All pupils' attendance is monitored daily. If your child's attendance falls below the expectation of the school, you may be asked to complete an attendance support plan and school can signpost other services to ensure all possible support is in place to improve your child's attendance.

**If there is no improvement to your child's attendance after school intervention a referral may be made to the Children Missing in Education Service and they will consider if an offence has been committed in failing to ensure regular school attendance.**