



Attendance

Information for Parents

It is through good attendance that pupils maximise their full potential, improving their life chances for the future. Missing school means missing out on learning and this can have an impact on a child's development and attainment. There is a strong statistical link between attendance and attainment.

The law states that children of statutory school age who are on roll at a school or academy must attend regularly and punctually. Regular attendance is important, because it is the best way of ensuring children make the most of the educational opportunities available to them.

Attendance Matters

	= number of days absent	Approximate number of weeks	= number of lessons missed
90%	19 days	4 weeks	114 lessons
85%	29 days	6 weeks	174 lessons
80%	38 days	8 weeks	228 lessons

Maximising School Attendance

Children need to go to school regularly and punctually to make the most of their educational opportunities and parents/carers have a vital role in making that happen.

Our Attendance target is 97% and above.

If you are having trouble getting your child to come to school, please contact us. We will discuss the attendance issues with you and work together to put a plan in place.

School offers meetings and phone calls to discuss attendance issues.

Development consistent evening and morning routines with your child.

Regularly talk to your child about their school day.

Please try to book medical/dental appointments and book holidays out of term time.

Please call the school if your child is unwell and unable to attend school.

Pupils need to arrive at school on time. School starts at 0855 and they can be left on the playground from 0840.

Request for absences during term time

Parents and Carers have a legal duty to ensure their children attend school regularly and punctually. Failure to ensure a child's regular attendance at the school where they are registered is a criminal offence which carries a fine of up to £100 per parent per child (Section 444(1)).

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

These amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. As a parent/guardian you are strongly urged to avoid booking holidays during term time.

If your child is absent from school because of a holiday which has not been agreed, this will be classified as an unauthorised absence and this may lead to a Penalty Notice.

By taking family holidays during the designated holiday periods, you will be supporting your child's full school attendance, learning and development. There are 13 weeks of the year to take holidays out of term time.

Even before the Headteacher will look to authorise absence in exceptional circumstances evidence to support the request must be provided.

Cunningham Hill Junior School



REQUEST FOR LEAVE OF ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

Authorisation for leave of absence for term-time holiday will only be granted in exceptional circumstances and at the discretion of the Headteacher.

Please see attached information.

If authorisation is not given, any absence for holidays will be recorded as unauthorised and this information will be passed onto the Attendance Improvement Officer. If the number of unauthorised absence sessions reach 15 or more in the current and/or previous term you are in breach of the regulations and the Local Authority may issue you with a penalty notice.

NAME OF CHILD/REN: _____ CLASS: _____

DATES OF PROPOSED ABSENCE: FROM: _____ TO: _____ INCLUSIVE

NUMBER OF SCHOOL DAYS ABSENT: _____

DETAILS OF EXCEPTIONAL CIRCUMSTANCES REQUIRING LEAVE FROM SCHOOL:

TO BE COMPLETED BY HEADTEACHER:

PERMISSION GIVEN FOR PROPOSED ABSENCE FROM SCHOOL: YES / NO

REASON IF NOT AUTHORISED: