



Alington & Bergh Apton CE VA Primary  
 Ditchingham Primary  
 Earsham CE VA Primary  
 Ellingham VC Primary  
 Gillingham St Michael's CE Primary  
 Glebeland Community Primary  
 Hobart High School  
 Loddon Infant & Nursery School  
 Loddon Junior School  
 Seething & Mundham Primary  
 Thurlton Primary  
 Thurton CE Primary  
 Woodton Primary



We are committed to full attendance

## ATTENDANCE MATTERS

### Why?

- To enjoy and achieve
- To be safe
- To be happy and healthy
- To make a positive contribution
- For economic well being



## Attendance Matters

### Working Together:

If a pupil is ill:

- Ring us as soon as possible on the first day of absence - this information will then be logged.
- Your child should return to school as soon as he/she is able.
- Your child will be welcomed back to school and depending on their age may have to catch up on missed work.

### Pupils may struggle to attend school for a number of reasons:

- Difficulties with work.
- Friendship problems or pressure to truant.
- Fear of bullying.
- Family problems.

### We can help to sort out these problems IF they are in school.

Parent/carers have responsibility to ensure their children attend school every day. We need to work together to help you find a solution, whatever the problem.

**Make attendance a priority. Your child's records are passed on through all schools they attend and to prospective employers.**

**ATTENDANCE MATTERS  
ATTEND MORE, LEARN MORE!**

**Every absence leads to a break in learning. Schools do not have 'empty days'.**

Learning today depends upon discussion, listening, practising - missed work cannot always be caught up.

**School provides opportunities - absence robs pupils of these opportunities.**

- Pupils in school are safe - unsupervised absence/truancy can put pupils at risk.
- It's never too early to learn good habits for life including regular attendance and school is training for life.
- Poor attendance in Infant, Primary or Junior school can lead to a habit of truancy or poor attendance in teenage years.

#### Punctuality:

- Arriving ten minutes late results in ten minutes of missed contact.
- All late arrivals disrupt the day's work.
- Lateness can be distressing for your child. It is vital that your child arrives at school on time.

#### The Law:

**It is a legal requirement for children to receive an education.**

- There are two types of absences — **Authorised and Unauthorised**, it is the **Headteacher's right** to decide which one of these categories the absence falls into.

**TRUANCY IS ABSENCE FROM SCHOOL FOR UNAUTHORISED REASONS** — you may give your permission but it may still be illegal.

- It is a parent/carer's responsibility to make sure their child attends school every day.
- If the school is in doubt of the genuineness of any pupil's illness, it may request supporting medical evidence.
- If the unauthorised absences build up, this may trigger a referral to the local authority for legal intervention.

#### Unauthorised means:

The list below are examples only and are not an exhaustive list:

- All day dental medical appointments.
- Waiting for plumber/electrician/delivery.
- Looking after sick relatives or younger children (talk to us if this is an issue).
- Any kind of work.
- Shopping - even for school clothes or shoes.
- Day away from school for birthdays.
- Extended family holidays.
- Going with a brother or sister to their appointment or staying away if they are ill.

Please try to ensure that routine dental appointments are made after school or during the holidays.

#### Consequences:

- Parents risk going to court to explain pupil's non-attendance.
- Parents may face a considerable fine.
- The school has to include absence rates in each pupil's report and reference.

#### Holidays:

- Involvement of the Attendance Officer who may want to meet with you.
- It is the policy of the Loddon Cluster of Schools to refuse to authorise holidays taken during term time. Consideration **may** be given by the Headteacher in exceptional circumstances.
- If permission is refused, and the pupil is still absent on the dates requested, the Headteacher may request a Fixed Penalty Notice to be issued by the local authority on the pupil's return to school.