



Chantlers
Primary School

A World of Possibilities

School Attendance Information for Parents and Carers September 2024

Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Taken from 'School Attendance - guidance for maintained schools, academies, independent schools and local authorities' Department for Education.

School Attendance Matters

Don't underestimate the importance of 100 percent attendance. Even one day missed can have an effect on learning:

- 98% attendance = 4 school days missed
- 95% attendance = 10 school days missed
- 90% attendance = 19 school days missed
- 80% attendance = 38 school days missed
- Five minutes late = 3 days missed
- 15 minutes late = 2 weeks missed
- 30 minutes late = 4 weeks missed

Please help us promote good attendance throughout our school – you really do play an important role.

Please be aware that Section 444 of the Education Act states, 'If a pupil of compulsory school age who is a registered pupil fails to attend school regularly, his/her parent is guilty of an offence.'

If you need any support with attendance or getting to school on time, please contact the school office or Mrs Tracey on 0161 761 1074.

Arriving Late to School

Good attendance doesn't just involve being present in school – it also involves punctuality. Parents have a responsibility to ensure that their child arrives at school on time and stays in school during the day.

The school gates open at 8:30am and all pupils are expected to be in their classrooms at 8.45am ready to start lessons.

If your child arrives after 8.45am, when the gates are closed, **children and parents must report to the school office to sign in** to ensure that we can be responsible for their health and safety whilst they are in school.

Children arriving after 09.05am when the register is closed will be marked as late (L) and the number of minutes will be recorded.

How Can You Help?

You can help in many ways:

- Encourage good attendance by making sure your child goes to school regularly and arrives on time.
- Make sure your child understands that it is important to attend school
- Inform us on the first day of your child's absence and keep us updated throughout the absence period.

What Does the Law Say?

All children of compulsory school age must receive a suitable full-time education.

Once you have registered your child at a school, as a parent, you are legally responsible for ensuring that your child attends. Failure to do so is an offence under section 444(1) of the Education Act 1996. If a child is registered at a school, they must by law attend that school regularly and punctually.

Children should only miss school if they are ill or unable to attend for some other unavoidable reason.

Our attendance officer is Camille Webster and will contact the school when there are concerns around attendance.

Chantlers Primary School believe attendance is a shared responsibility, involving both the school and parents. We will work with families to identify the reasons for poor attendance and try to resolve any difficulties. If there is no improvement, legal action can be taken by the local authority.

Legal action can involve a penalty notice and/or being taken to court. Parents also face the risk of imprisonment and parenting orders. Parenting orders involve attending a counselling and guidance programme, usually a parenting class. A penalty notice of may be issued as an alternative to prosecution. Failure to pay a penalty notice will usually lead to prosecution.

Leave of Absence

The Department for Education made changes regarding Leave of Absence during term time. Leave of Absence is not permitted during term time unless there are 'exceptional circumstances'.

Family holidays and term time leave

Parents/carers should ensure that family holidays are arranged outside of school term time.

Parents/carers should not remove their child from school during term time without having first filled in a leave of absence form in advance. (The form can be obtained from the school office and is on-line).

All requests for term time absence will be responded to in writing and will only be authorised in the most extreme circumstances. If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

What is an unauthorised absence?

These are absences which the school does not consider reasonable and for which "leave" of absence has not been given. This also includes where the school is not informed of why a child is absent.

Some examples of this type of absence include:

- Parents/carers keeping their child away from school unnecessarily – e.g. childcare arrangements, looking after siblings or relatives or because parents are unwell. Alternative arrangements should be in place to ensure the child attends school
- Shopping trips
- Birthdays
- Holidays
- Weekend Visits

Illness Guidance

Although being ill may prevent your child from coming to school, if they can get out of bed and play or enjoy TV, they should be in school.

Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.

Looking after your child is very important to us and we will contact you if we feel they should be at home.

If your child's attendance falls below 96% due to illness, we will ask that you provide proof of illness (medical appointment card/GP/hospital note/prescription) to verify absences.

Authorised absences are not automatic, and parents should be aware that either calling the school or providing a note for an absence does not mean it will be authorised.

Reporting an Absence

Most cases of absence due to illness are short-term, but parents/carers **must** make a phone call to alert the school **before 9am** on the first day and every day that your child is absent.

To report an absence, you should call the school office on 0161 761 1074.

Please Note:

If you do not inform the school about an absence, the school will contact you. If the school cannot reach you by telephone. The school will follow the 'Child Missing in Education Procedures.' (Please see our Safeguarding Policy and Attendance Policy on our school website for further information).