

## ATTENDANCE INFORMATION FOR PARENTS - SPRING 2017

Tax payers ensure free access to school for all children to be able to achieve success. The Government and Local Authority Education Welfare Service have put in place much stricter procedures to ensure children are not missing out. Frome schools and parents are also committed to ensuring all children are able to experience success at school. Good attendance and punctuality are an important part of this. Good attendance is considered to be 95% or more. A child is considered to be a persistent absentee if their attendance falls below 90%. Here is our attendance information for parents:

- We monitor attendance every day through our electronic registers and send a text to all parents who have not informed us of the reasons for their child's absence. Parents need to respond to the text otherwise the absence is recorded as unauthorised.
- If your child is absent from school, the School Office **must** receive a telephone call or verbal message from the child's parents giving the reason otherwise they are marked as absent without authorisation.
- If your child is unwell with a minor illness such as a cough, cold or mild headache they should still attend school. If they come to school and staff feel they are not well enough during the day then please be assured staff will contact you.
- The registers are monitored weekly by my Attendance Officer and myself for **attendance** and **lateness** concerns.
- Letters are sent out termly to inform parents if their child's attendance has fallen below our threshold.
- If attendance or punctuality continues to be an issue then parents are invited to a meeting with me. A child with attendance below 90% is considered to be a persistent absentee.
- Any record which gives us continuing cause for concern may be referred to the Local Authority Education Welfare Officer - Sara Holmes.
- Our school doors are open from 8.45 am. Children must be in school for registration at 8.55 am each day. If they are going to be late for any reason, we should receive a message. Please note that any child who enters school after 9.10 am will have an unauthorised absence mark for that morning.
- Term time leave is only granted in **very, very exceptional** circumstances and must be applied for in advance using the forms outside the School Office. **Family holidays are not included in this and an unauthorised absence will be recorded on the register if holidays are taken in term time.**
- Unauthorised absences are recorded on children's attendance records when we do not receive an acceptable explanation. This will include absences for any other reason than authorised term time leave or sickness. The Somerset Local Authority Education Welfare Service have issued guidance stating that any child of statutory school age with 10 or more unauthorised sessions (5 days) within a period of 12 weeks may need to be referred to the Education Welfare Officer and a Penalty Notice process commences which may result in a fine.