

## Reporting to Parents and Carers

All absences both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year within their child's report.

In order that parents/carers may compare their child's attendance to other children in the school and nationally the following grades will be used:

100 - 99%	Outstanding
96% - 98%	Good
94% - 95%	Requires Improvement
90% - 93%	Inadequate
Below 90%	Cause for concern

## Any Problems?

Please come into school anytime to discuss any problems you are having getting your child to school or being on time. We are happy to work with you to support you and your child.

# Eversley Primary School



## Parents' Guide to our Attendance Policy

## Eversley Primary School Attendance Policy

Having a good education will help to give your child the best possible start in life. We want to work with you to make sure that your child goes to school regularly and arrives on time. This leaflet helps explain how attendance works at Eversley Primary School.

### Lateness

- Children should arrive in school between 8:50am and 9:00am
- Registers close at 9:00am
- Children arriving after 9:00am should go to the School Office for their attendance to be recorded as late.
- Children arriving after 9:25am will be recorded as unauthorised absence unless there is an explanation

### Illness

- If your child is ill please contact the school on the first day of absence to provide the reason for the absence
- If Office Staff are not contacted then, whenever possible, contact will be made by telephone or text to the parents/carers

### Medical or dental appointments

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are asked to let the school know about the appointment.
- Parents/carers are encouraged to make all medical appointments out of school hours where possible.

### Holidays during Term Time

The Education (Pupil Registration) (England) Regulations 2006 have been amended as from 1<sup>st</sup> September 2013. All reference to family holidays and extended leave has been removed, together with the right for parents to apply for up to ten days holiday during term time. Headteachers are no longer permitted to grant leave of absence during term time, unless there are exceptional circumstances.

Penalty notices may be issued by Essex County Council in the following circumstances:

- if 10 unauthorised absences have occurred during a 10- week period;
- if there are 6 or more unauthorised sessions (equivalent to 3 days or more) due to a holiday being taken in the first two weeks of September.

A pupil who takes 10 days absence during the school year will only attain 94.7% attendance; 10 days absence also means the pupil will miss 50 hours of education.

In the rare and exceptional circumstances that parents wish their child to be out of school, parents should contact the School Office and request an absence form.

### Persistent Absence

Children whose attendance falls below 90% are considered to have persistent absence. School based interventions including meeting with parents to discuss absence will take place and if necessary a referral to the Missing Education and Child Employment Service will be made if improvements are not evident.