

Frequently asked questions and answers

If my child has a medical appointment, should I keep them off all day?

If your child has a medical appointment for example at 10am, it would be brilliant if you could bring your child in on the morning and then return them after their appointment. This would mean that your child would miss the bare minimum of school and will get both morning and afternoon attendance marks.

If we sleep in should I keep my child off school?

If you sleep in we would rather you bring your child in late rather than keeping them off for a full day, a child missing a full day's education will affect their learning. School would expect parent/carer to call them and let them know you are running late. We are here to help!

Why do I need to produce medical evidence?

When a child attends a medical appointment, school will ask for medical evidence, school will then authorise the absence. We would not expect a report or formal letter from a medical professional; a simple complements slip from the GP Reception with the time of the appointment would be fine, or even just forward the appointment text if that is what your GP does.

Do I need to call school on each day of absence?

Yes, school would expect a call when your child is absent each day; we cannot assume that your child is going to be poorly the following day. This is in line with the school's safeguarding policy.

Why do school need to conduct a home visit?

If a child is absent from school and we are unable to contact parents/carers we may need to conduct a home visit, this is in line with the school's safeguarding policy. If we do not hear from a family for a number of days, we may need to conduct a welfare visit. If a child has not been seen for 10 consecutive school days we may get the Police to assist with a welfare visit, in line with DfE guidance.

What is a persistent absentee?

If your child's attendance falls below 90% attendance, they are classed by the government as a persistent absentee, and expect the school to report this. Missing school will make your child fall behind in lessons and will affect their academic progress and achievement. School will need an explanation for all absences. If your child misses 38 sessions (half days) over an academic year, they will become a persistent absentee. 90% attendance may seem high, but having 90% attendance over five years of school would mean the equivalent of missing half a year of school. Your child may bring home a slip with information on about their attendance.

What are attendance procedures?

If your child's attendance drops below our school target of 96%, you will receive a letter informing you of this, and we would encourage you to get in touch so we can

support you. If your child's attendance continues to drop below 92%, you will receive a second letter, at which point we will require medical evidence before being able to authorise any absence. If we see no improvements in attendance a meeting will be arranged in school, an attendance contract and targets will be put in place and we will of course support you and your child. If attendance continues to decline, we may need to complete a referral to the Local Authority who may take legal action, including the issuing of a penalty notice (fine)

What should I do if I am taking my child on holiday?

Holidays should not be taken in term time, and the government is clear on this. If you were planning to take your child on holiday in term time, you would need to complete a leave of absence form 28 days prior to the leave. No holidays will be authorised, unless deemed exceptional circumstances, evidence will need to be provided to support your application.

If you take over 10 day's leave in the previous 12 months, you may receive a penalty notice. No holidays are permitted in September and assessment periods in May-June, this will be an automatic penalty notice

If there is a strike day can, I keep my other sibling off school?

No, if you chose to keep, your child off school when their class is not affected by the strike your child will be marked in the register as an unauthorised absence. A child missing a full day's education will affect their learning.

Does my child need to attend Nursery?

Our school believe it is important that all children attend Nursery regularly; it gives children the foundations to start full-time school in a year's time. Children will develop their social skills by attending on a daily basis, develop friendships, learn how to work and share with others, as well as quickly develop their speech, language and vocabulary skills. If your child does not consistently attend nursery they may be at risk of losing their place.

Please remember we are here to help.