



Federation of Kymbrook & Thurleigh Primary Schools

Attendance Policy for Parents

Excellence – Enjoyment - Enrichment – Equality

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| Next Review Date: | |

Following a time of uncertainty during the Covid19 pandemic, our KT Federation Attendance Policy for Parents/Carers is intended to highlight the importance of regular attendance, whilst supporting families.

Your child should come to school every day

Receiving a good full time education is the best possible start in life for your child

Excellent attendance and punctuality is encouraged and rewarded

If your child has to miss school you must inform the school as soon as possible on the FIRST day of any absence. Please note that the school office will contact you if your child is absent from school and you have not notified us.

Doctor/dentist appointments should be made outside school hours wherever possible and the school notified in advance. If appropriate, children should attend school before the appointment and return after the appointment

Our Office Staff monitors attendance, if there are any issues with attendance the Headteacher will be notified and will liaise closely with parents who need support and advice.

The Law, Penalty Notices and Fines

Parents of children between 5 and 16 years are legally bound to ensure their child receives an appropriate full time education; ie regular attendance at school of their child

Penalty Notices can be issued to parents whose children have had unauthorised absences of 5 days or more over a 12 week period and who have not co-operated with the Education Welfare Service.

This includes unauthorised holidays during term time. The fine attached to a Penalty Notice is £60 if paid within 21 days, rising to £120 after that.

Holidays During Term Time

These will only be authorised in very exceptional circumstances and applications must be made in writing at least four weeks prior to the leave.

Unauthorised absences

Children are not allowed to be absent from school for the following-

Going shopping

Birthdays

Day trips

Looking after brothers and sisters

We carry out regular checks of our registers and identify any unauthorised absences and high numbers of sickness absences. The school may decide to contact you to discuss your child's attendance and, where unauthorised absences are concerned, will decide whether a Penalty Notice is appropriate.

Lateness

Children should arrive at 9.00am. A *late* mark will be given after 9.15am and if your child arrives after 9.30am an *absent late* mark is given which is an unauthorised absence.

Partnership

If you have any concerns about your child's attendance please let us know. We will do our best to help. Regular communication between school and parents is essential so that any problems can be quickly identified. Attendance achievements are celebrated in our weekly Celebration Assembly. Each week the class with the best attendance is awarded the Attendance Bear.

The suggestions of parents and children about how to encourage good attendance are always welcome.