

# Attendance Matters!

The Chandler's Ford Cluster of Schools

Chandler's Ford



Infant School



Fryern  
Federation



We believe that every child gets one chance to get the best education. If they are not in school, they are not learning. **Every day counts.**

Please take the time to view the information contained in this leaflet which explains our joint approach to managing attendance.

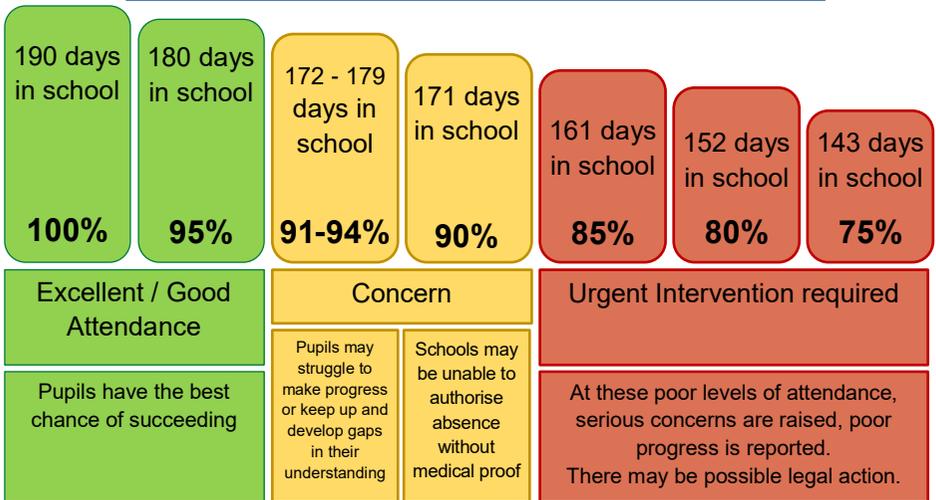


Firstly may we thank all parents and carers who regularly ensure that their children attend school at all times. We understand that absence is sometimes inevitable and hope that you see this leaflet in the spirit of partnership and support that it is intended.

There is a strong correlation between high attendance and high achievement as well as emotional health and positive relationships, and so we should all be working together to give children the best possible start in life.



Absence means \* arrival at school after the register has closed  
 \* not attending school for any reason.  
 The number of days your child is in school each academic year will impact their attendance and outcomes as follows:



Did you know arriving 20 minutes late per day equates to 90% attendance.  
 A pupil becomes a persistent absentee when their attendance drops to 90% or below.  
 A pupil becomes a severe absentee when their attendance drops to 50%.

Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents/carers to ensure that their child attends school. We thank those parents/carers who ensure that attendance is above 95%. Absence should only occur in the extreme of circumstances.



If a pupil is not in school and their attendance levels drop, we have a legal responsibility to investigate to find out why and to help improve matters quickly.

## How can parents/carers encourage good attendance?



Expect your child to go to school every day and make sure your child knows this.



Ask your child about their day at school and talk about what they might be doing in the future.



Approach the school sooner rather than later, if you have issues with attendance.



Arrange routine appointments outside of the school day.

Examples where

**Attendance may be authorised**

AND

**Attendance will be unauthorised**

Genuine illness—we may request medical evidence

Unavoidable medical appointments

Religious Observance

Family bereavement

Close family member wedding

Visiting a parent abroad

Tired / overslept / late night / weather

Illness of parent/carer

Leave request not approved

No clean uniform

Sibling's school had an INSET day

Birthday / buying new shoes / hair cut

### Taking holiday during term time

Holiday taken during term time will be unauthorised. 10 sessions (5 days) of unauthorised absence, whether consecutive or not, in a rolling 10 week period will incur a penalty notice. A penalty notice is an out of court settlement. Only 2 penalty notices can be issued to a parent in respect of the same child, within a 3 year rolling period. If the criteria for a 3rd penalty notice is met within 3 years of the 1st, alternative action will be taken i.e. prosecution or other legal intervention.

**Where a leave of absence form is completed for siblings at different schools, we will always liaise with each other to allow for a consistent approach.**



## What to do if your child is ill

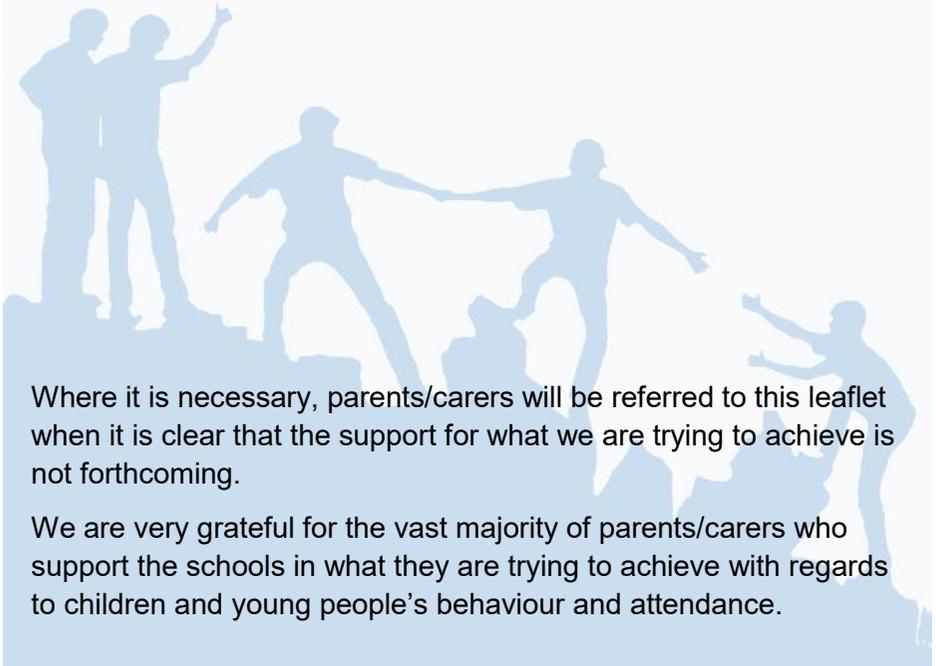


There will be occasions when your child is ill and the NHS website is an excellent guide for when a child or young person should or should not attend school.

If in doubt, please refer to the NHS link below or phone the school for further advice:

[www.nhs.uk/live-well/is-my-child-too-ill-for-school](http://www.nhs.uk/live-well/is-my-child-too-ill-for-school)

All of the schools in the area want our children and young people to develop into confident, resilient and respectful citizens of the future. It is important that we all work together to achieve this and we strongly ask parents/carers to support us and support the procedures of good attendance that are outlined in this leaflet.



Where it is necessary, parents/carers will be referred to this leaflet when it is clear that the support for what we are trying to achieve is not forthcoming.

We are very grateful for the vast majority of parents/carers who support the schools in what they are trying to achieve with regards to children and young people's behaviour and attendance.