

TYPE OF ABSENCE	ACTION FOR PARENTS/CARERS	AUTHORISED/UNAUTHORISED	SCHOOL REGISTER CODE
Your child is unwell	Contact school	May be authorised depending on a <b>satisfactory explanation</b> <b>Below 90% attendance</b> will require a doctor's note or proof of medication	I (illness)
Your child is unwell in school and is sent home	No action required. Contact school if he/she is ill the following day	May be authorised for that day depending upon a <b>satisfactory explanation</b> . For a week we may ask for more evidence.	I (illness)
You wish to take your child out of school in term time for exceptional circumstances, such as <b>major illness</b> or a <b>death in the family</b>	Ask for an extended leave form from the office. <b>Leave will only be granted in exceptional circumstances</b> , as detailed in the school policy and in the Education Act. Unauthorised leave may result in a fine <b>Please do not ask us to break the law. You will be fined.</b>	Authorised if permission is given  Unauthorised if permission is not given	H (authorised leave)*  G (unauthorised leave)*
Child is absent due to family circumstances such as the death of a relative	Contact school	Authorised if a verifiable family emergency.	C (authorised absence)
Child is on a school trip	None	Authorised - it is recorded as if your child is in school.	V (visit)
Child is absent due to an educational experience outside school such as an interview at a secondary school etc	Please arrange with school before the event	Authorised	B (educated off site)
Child is absent with no reason given		Unauthorised absence - school will investigate this	N (no reason given)* O (unauthorised)

**For some illness absences, we MAY ask for further proof such as doctor's card/letter or prescribed medication with correct dates.**

- A number of absences with this code will mean that the case will be passed to the Education Welfare Officer and we may decide to issue fines.
- Children may be removed from school roll if they take unauthorised leave OR fail to return from holiday at the agreed time.

## Absence

The government in 2015/16 stated that a child with attendance **below 90%** is a persistent absentee and this is not acceptable.

If **attendance falls to 90% or below**, we will send you a letter informing you. We will ask you to raise your child's attendance back above 90% in the next fortnight.

If, after a fortnight, your child's attendance stays below 90%, you will receive a second letter asking you to attend a meeting in school to discuss the attendance and any issues there may be. This meeting will be with a member of the Leadership Team.

If, after a further fortnight, there is no improvement in your child's attendance, we will report your child to the **Education Welfare Service (EWS)** - a local council service. This may result in a court case and fines.

Did you know.....

If school can **raise attendance by just 1%**, we will see **5-6% improvement in attainment**

**5 minutes late every day = 2.5 days lost each year;**

**15 minutes late every day = 7 days lost each year;**

**90% attendance over a year is the same as missing nearly 4 weeks of school;**

**10 years of attendance at 90% is the same as missing a whole year of education!**

**Also available at [www.scotholme.com](http://www.scotholme.com)**



**Good school attendance means good progress - both socially and academically.**

**Please help your child to reach their full potential by making sure that their attendance is 100%.**

### HOW YOU CAN HELP YOUR CHILD TO HAVE GOOD ATTENDANCE

- Contact us as soon as possible if your child is absent from school;
- Only allow days at home for genuine illness;
- If your child needs to take medication but is well enough to come to school, we can help! Please come and ask us to give your child medication in school;
- Avoid taking leave in school time;
- Make routine appointments such as dentist/optician in the holidays;
- If appointments in school time are unavoidable, make sure that your child comes to school before/after.