



## Scotholme Primary School

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.

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>  Below 90% attendance 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 major illness or a death in the family	Ask for an extended leave form from the office. Leave will only be granted in exceptional circumstances, as detailed in the school policy and in the Education Act. Unauthorised leave may result in a fine  Please do not ask us to break the law. You will be fined.	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.

## 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.scotland.com](http://www.scotland.com)**

- 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.