



Summary of Our Attendance Policy

- ◆ At Astley CE Primary school, we expect all children to attend school every day.
- ◆ We understand that this may not be possible if the child is ill. If your child is too ill to attend school, we expect a **parent or legal guardian** to contact the school before 9am and give a reason for the absence on **each day** of the absence.
- ◆ We have a duty of care for safeguarding your child and we will contact you if we have not been provided with an adequate reason for your child's absence.

Please call us: **01299 822002**

Send us a message via the ParentApp

Email us: office@astley.worcs.sch.uk

Include your child's full name and reason for the absence.

Contact us on **every** day of the absence.

We hope this leaflet provides you with all the information you need about your child's attendance at Astley.



We understand that there can be unavoidable circumstances and we offer our full support with any attendance issues. But we can only help if we are informed.

If there are problems, we will do everything that we can to make attending school as simple as possible whilst ensuring your child is happy and reaches their full potential.

Please do not hesitate to come and speak to us about any concerns you may have.

You can contact us on **01299822002** to make an appointment with the Headteacher or email us at office@astley.worcs.sch.uk



Attendance Matters Leaflet



INFORMATION FOR PARENTS AND CARERS



What the Law says

As a parent, you have a **legal responsibility** to ensure your child is in school every day. Permitting your child to be absent from school without **good reason** is an offence and may result in referral to the Education Welfare Service. This can lead to the issue of Penalty Notices and in some circumstances, prosecution.

What the Government says

New government guidelines state that attendance figures of 90% or below should be classed as '**persistence absence**'.

They expect that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year.

At Astley, we will inform you each term of your child's attendance. If we feel that their attendance needs to improve, we will arrange a meeting to discuss this and see how we can help

Leave of Absence

The Department for Education has clear guidelines regarding Leave of absence during term-time.

Leave of absence during Term-time is not permitted unless it is for **exceptional circumstances**. Schools have clear instructions not to authorise leave unless these exceptional circumstances are met.

Family holidays will very rarely be considered as exceptional circumstances. Our Attendance Policy has more detail on this.



- * Children with attendance between 95% and 100% have the greatest potential to achieve their best, educationally and socially.
- * 90% attendance may sound quite good, but....
 - 90% = half a day missed each week of the school year (123 hours of learning)
 - 90% = 1 month off school each school year
 - 90% = 1 whole school year missed of your child's statutory education

Attendance Ladder



Illness Guidance

Being ill may prevent your child from coming to school, however, if they are well enough to play at home or enjoy watching TV, then they should be in school.

Coughs and sneezes or feeling tired are not reasons to miss school and can be managed by staff at school.

Your child's welfare is very important to us and we will of course contact you if we feel they are too poorly to be at school.

Unauthorised Absence

What does this really mean?

Significant unauthorised absence percentages can result in a fixed penalty notice being issued by the Local Authority.

As a maintained school our attendance is monitored by the Local Authority and Department for Education automatically.