

There are **190** days in school which leaves **175** days to spend on family time, shopping, appointments and other things.

190 days at school Full attendance	100%	Excellent attendance
183 days at school 7 days absent	96%	Expected attendance
171 days at school 19 days absent	90%	Below expected attendance
161 days at school 29 days absent	85%	Poor attendance Less chance of success at school
152 days at school 38 days absent	80%	Very poor attendance Serious impact upon education
143 days at school 47 days absent	75%	Extremely poor attendance Impact on education and life chances.

Reporting absence to school

What should I do if my child is ill?

- Contact the school on the first day of absence before 9.30am stating why your child is absent.
- Keep the school informed if your child is absent for more than one day.
- Provide medical evidence for longer absences.



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PORTICO
ACADEMY TRUST

Attendance Every Day Counts

Every day at school matters to your child's education, academic success and future life chances.



Their future
is in your
hands...

Your child needs to be in school on time every day.

There is a link between good school attendance and high level attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning. Parents/carers are legally responsible for ensuring their child attends school on time every day.

Attendance

The law says that parents are legally responsible for making sure their children attend school regularly.

Research has shown that poor attendance is linked to lower exam grades.

Children who attend school regularly also have better social skills and stronger friendship groups.

Children must be in full-time education by the term after their 5th birthday.

However, if your child joins our school before that time, they are expected to follow our

attendance policy, as this encourages a positive attendance pattern for future years.

What happens if my child has low attendance?

If your child's attendance becomes a cause for concern, you will be asked to attend a meeting to discuss the reasons for the low attendance. If there is no improvement in your child's attendance during the following month, you will be asked to attend a meeting with a member of the Early Help, Family Support & Youth Offending Service Team.

Absence

Authorised absence

Examples of authorised absences:

- An illness
- Religious observance e.g Eid
- Medical appointments **that cannot be made out of school hour.**
- Exceptional circumstances approved in advance, e.g. participation in approved public performance or family wedding (one day in UK and three days aboard).

Unauthorised absence

Examples of unauthorised absence:

- Birthday parties
- Family days out/ shopping trips
- Bad weather
- Sibling illness

Please try to make medical appointments outside school hours. If unavoidable, general appointments should take no more than an hour or so and your child should come to school before/after their appointment.

Arriving late for school

Being punctual is very important and gives your child a good start to the day.

If your child arrives later than **8.45am** they will need to enter the school via the main entrance and will be given a **late mark** in the register.

Leave of absence

Current law does not give any entitlement to parents/carers to take their child out of school during term time. The Education Regulations of 2013 prohibits headteachers from granting any leave of absence during term time unless there are '**exceptional circumstances**'.

Parents/carers should complete a 'Leave of Absence Form' at least one month before any leave is required, with supporting evidence attached.

If the leave of absence is not authorised, parents/carers will receive a letter from the headteacher, which will include a warning that a penalty notice may be issued if the leave is taken.

Penalty Notice can be issued if:

- There have been 10 sessions (5 consecutive days) or more of unauthorised absence due to leave taken during an academic year;

AND

- Attendance is below 90% during the preceding 12 weeks before the leave was taken
- The leave was taken during a test week

The school will contact the Early Help, Family Support & Youth Offending Service Team Leader, who will decide whether to issue a penalty notice. (£60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days).