

Please update your child's school if you change your contact details or address. It is also helpful if school could be updated of any changes in details for any other relatives who often drop off or pick up your child.

Help and Support

If you need help with attendance please talk to school about it as soon as possible.

Important Contact details:

Attendance Officer: Mr Trevor Howard

Mobile Number: (07849738768):

School Tel: 01207 232445

Email: p2225.admin@durhamlearning.net

Attendance Governor: Jo Wilkinson

Email: p2225.admin@durhamlearning.net

Sometimes, school may need to involve other services to help improve attendance. The school and Local Authority **want to help you if you have a problem**. Our goal is setting lifelong habits which the children take into their adult lives. If attendance does not improve or you do not accept help and support offered, the Local Authority may have to begin enforcement action.

Please contact school if you would like this document summarised in another language or format (inc. Braille, audio or large print.)



Attendance Support Booklet

September 2023

Essential information for parents/carers



South Stanley Infant & Nursery School is proud to be part of Stanley Learning Partnership LTD (Trading as Stanley Learning Partnership)
Registered office;
Unit G3, Tanfield Lea Business Centre
Tanfield Lea North Industrial Estate
Stanley
Co Durham
DH9 9DB
Company number 10380011 (Registered in England & Wales)



The Importance of Good Attendance

Good attendance in school is essential for a variety of reasons. Not only does it help your child to make progress academically as they don't lose out on learning time, but children find it easier to make and keep friendships. In our school, we want to work with you to ensure that your child has the best attendance possible.

The Law

It is a criminal offence to keep your child from attending school unless they have a genuine illness, or you have had advanced permission from the Head Teacher. Local councils and schools can use various legal powers if your child is missing school without a good reason.

If Your Child is Absent You Must:

- Contact school by telephone on the first morning of absence **before 9:15am**.
- Contact school each day your child is absent, before 9.15am unless you have provided a doctor's sick note which specifies the length of a period of absence.
- Be aware that, as part of our safeguarding procedure, we routinely send one of our Attendance Officers to conduct a welfare check if notification of absence has not been received by the above time.

The school's social media platforms, email, or Class Dojo **must not** be used to report absence as these are often run by a member of staff who is not on the school premises at the beginning of the school day. This is for safeguarding purposes. **Failure to report your child's absence will result in them being unauthorised.**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences or there is a leave of absence which has not approved by the school.

Our Procedure if your child is absent

Children can enter school between 8.45 and 8.55am. If your child is not at school, and we have not received a phone call from you or another named contact by **9:15am**, one of our Attendance Officers, admin staff or pastoral staff will contact the adults identified on our system.

A member of staff will then visit your home address, or any known addresses associated with the family, to establish the reason for absence. If this is unsuccessful the absence will be referred to the Police or First Contact as a matter of safeguarding.

Lateness

If your child arrives at school after the register is taken at 8.55am this will be recorded as late. Those parents whose children have are persistently late may be subject to a Fixed Penalty Notice **which applies to both parents**. As a school, we will inform you at the earliest opportunity when your child's attendance or punctuality becomes a concern. Should your child continue to be late, we will contact you to arrange a meeting to discuss any support you might need.

Rewards for Good Attendance

Our school believes that all children can demonstrate good attendance and we actively seek to reward children whose attendance is good. Children are rewarded with certificates, awards and experience days.

Medical Appointments

Any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. Those appointments made during school time must be evidenced by documents which confirm an appointment. **If your child is well enough to come back to school before or following the appointment they should do so.**

If your child has an ongoing health problem and is unable to attend school regularly through no fault of their own, then we will work with you to ensure that your child receives the support necessary.

Evidence of Medical Appointments

If your child is absent due to illness, then may ask for medical evidence. This can be in the form of copies of G.P appointment cards or letters, medication details or other relevant information. Failure to do so may result in an unauthorised absence being recorded and possible further action being taken.

Leave of Absence (LOA) During Term Time

Head Teachers will only grant a LOA if they believe that exceptional circumstances exist. Any application must be made to the Head Teacher 10 days in advance, where possible, of the start date requested. Where parents have children in different schools across the SLP our attendance staff will liaise with each other so that the decision is consistent and fair.

It is up to the Head Teacher how many days your child can be away from school if leave is granted. If a request for LOA is declined, you will be notified in writing of the decision and your right of appeal. **If your child/children are absent during the time requested, it will be classed as an unauthorised absence and you may be subject to a fine.** This fine can apply to all adults with parental responsibility for a child and all those who have responsibility to get a child to school.

Attendance for all children is monitored daily and data is collected regularly from our system. This data is used to identify children who are at risk of the following.

Children at risk of becoming Persistently Absent Pupils

We try to work together to ensure your children are able to attend school as often as possible and at least for 96.1% of the time. Therefore, to help to ensure this, we monitor all pupils' attendance and punctuality regularly and if your child's attendance drops below 96.1% we will inform you by letter and arrange a conversation with you to work with you to offer you any support needed to get back on track.

Persistently Absent Pupils (below 90%)

If your child's attendance falls to 90% or below, this is considered by the Government to be persistent absence. Where attendance falls below 90%, we will work closely with yourself and the Attendance Improvement Team at the Local Authority to ensure that attendance improves. Lack of sustained improvement will result in a referral to the Local Authority and may result in a fine.

Severely Absent Pupils (below 50%)

If your child's attendance falls to 50% or below, this is considered by the Government to be severe absence. We work closely with the Attendance Improvement Team at the Local Authority alongside other partners such as children's services to ensure attendance improves..