

What is the difference between authorised and unauthorised absence?

Authorised: School agrees that there was a justifiable reason for the absence

Unauthorised: If a reason is given and the school does not feel that this is a justifiable reason then they do not have to authorise this, or if no explanation has been given for the absence.

Monitoring Attendance

- School is required by law to record, report and monitor attendance.
- Overall school attendance and individual children with poor attendance/punctuality are subject to scrutiny every 4 weeks.
- The DfE (Department for Education) requires that the school report to the governors regarding attendance data.
- Where there is consistently poor attendance the school will make contact with the families concerned to help improve their child's absence.



APPLICATION FOR AN ABSENCE FOR SPECIAL CIRCUMSTANCES



The Government says :
“Parents should not normally take students on holidays in term time” and “Schools can only agree to absence for a family if there are special circumstances”

The school **will authorise** absence if there are exceptional circumstances i.e Family events such as:

birth of a child or the wedding of a family member, death of a family member or caring commitments to a seriously ill member of the family.

If there are exceptional reasons for a holiday then we may authorise it based on otherwise excellent attendance.



The school is **not able to authorise** holiday on the basis that:

term time holidays are cheaper, the work rotas of parents or for reasons such as shopping trips, birthdays or visits from relatives.

All requests should be made in writing at least two weeks prior to the holiday so that each individual case can be considered against the government criteria.



Dallimore Primary School

Tel: 0115 9320741

School Attendance



Essential Information for Parents/carers



LATE ARRIVALS

If your child arrives at school after 8.55am for any reason they must be taken/go to the school office to ensure that they are marked in the register.

We need to ensure that staff know they have arrived in case of an emergencies.

DID YOU KNOW?

THAT IF YOUR CHILD IS LATE BY:

5 minutes every day, they will miss 3.5 days of schooling per year

10 minutes every day, they will miss 7.2 days of schooling per year

20 minutes every day, they will miss 14.4 days of schooling per year



DID YOU KNOW?

90 % attendance =

- ◆ 1 half day absent per week
- ◆ 100 lessons missed per year
- ◆ Over 1 year in their school life missed

80 % attendance =

- ◆ 1 days absence per week
- ◆ 200 lessons missed per year
- ◆ Over 2 years in their school life missed

70 % attendance =

- ◆ 1.5 days absence per week
- ◆ 300 lessons missed per year
- ◆ Over 3 years in their school life missed



Please help your child reach their full potential by sending them to school everyday!



Absence for any reason

Only keep your child away from school if it is really necessary—we will contact you if they are unwell or need to go home

If you child is absent for any reason then you must telephone school on the first day before 9.30am stating the reason for your child's absence

If we do not hear from you then we telephone you or we will send a text reminding you of this. This is to ensure the safety of your child



Medical appointments

Please avoid medical appointments in school time wherever possible.

Medical appointment cards/letters/ texts will need to be shown to the school for an authorisation mark in the register.

If same day emergency medical appointments occur, ask your GP/dentist for a card/slip stating that your child attended and bring this into school for an authorization mark in the register.