



# Summary of Our Attendance Policy

- ♦ At Abberley Primary school, we expect all children to attend school every day.
- ♦ We understand that this may not be possible if your child is ill. If your child is too ill to attend school, we expect a parent or legal guardian to contact the school before 9.30am and give a reason for the absence on each day of the absence.  
Please call us: 01299 896332  
Email us: [office@abberley.worcs.sch.uk](mailto:office@abberley.worcs.sch.uk)
- ♦ We have a duty of care for safeguarding your child and will contact you if we have not been provided with an adequate reason for your child's absence by 9:30am.
- ♦ The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday. If you do require a **Leave of Absence Request Form** then Email or call into the school office. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence.



We want all pupils to aim for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your child the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents/ carers, pupils and any relevant partners to remove any barriers getting in the way of your child attending school regularly.

Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals.

We will work together to explore and support any child who is finding it difficult to attend school regularly.



Abberley Parochial V.C. Primary School

*Rooted and Grounded in Love*

## Attendance Matters Leaflet



### INFORMATION FOR PARENTS AND CARERS

**September 2024**

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**Headteacher: Mrs Claire Shelley**  
**Apostles Oak, Abberley, Worcs. WR6 6AA**  
**Web site: [www.abberley.worcs.sch.uk](http://www.abberley.worcs.sch.uk)**  
**Tel and Fax: 01299 896332**  
**Email: [office@abberley.worcs.sch.uk](mailto:office@abberley.worcs.sch.uk)**

## 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.

## 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 Abberley, 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 how we can support you.

## 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



## 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.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

## Unauthorised Absence

### What does this really mean?

An absence will be unauthorised if your child is absent from school without the permission of the school. 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.

## Support for School Attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. At school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.