

### The 4-stage attendance monitoring process

**Stage 1** – Pupils who have an attendance of 95% or below. A letter will be sent out reminding the parent/carer of the importance of good attendance.

**Stage 2** – Pupils continue to have attendance of 95% or below and have made no improvement. A letter will be sent home with a parent survey requesting more information to be provided regarding school the absence. We would encourage parents to arrange to speak to school about any concerns they may have regarding their child's school attendance.

**Stage 3** – Pupils continue to show little, or no improvement in attendance. A letter will be sent home advising that the pupil is now on a 4-week monitoring period. During this period 100% attendance is expected unless medical evidence can be provided. School will continue to support parents to improve attendance.

**Stage 4** – Pupils with persistent or seriously low attendance including unauthorised absences will be considered for referral to the local authority.

### Be aware of things that can affect attendance over the year:

2 weeks holiday brings attendance down to **94.7%**

2 weeks holiday + 1 week sick brings attendance down to  
**92.2%**

### The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

### Help and Support

If you need help with attendance you must **talk to the school about it as soon as possible.**

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem.** There are resources on Classdojo and our website to support you.

# Roseberry Primary and Nursery School



## School Attendance

Essential information for parents

2023-2024

## Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities that can affect their life-long chances.



### **If your child is absent you must:**

- Contact school on the **first morning** of absence and state reason for absence.
- Keep school informed on a **daily basis** if your child is absent for a long period.

**Failure to do these things may result in your child's absences being unauthorised.**

**School will contact you before 10am if you have not provided a reason for your child's absence.**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday which has not been approved by school, lateness after the register closes or continued illness without medical evidence.



### **Lateness**

Your child will receive a late mark if they arrive after their register closes. All gates open at 8.50 am and the register closes at 9am.

## Medical Appointments



If possible, any appointments should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If your child is well enough to go back to school following the appointment they should do so.



### **Medical Evidence**

If you are asked for medical evidence, you will need to provide copies of G.P. appointments or letters, medication details or other relevant information.

### **Holidays / Leave of Absence**

Please request a form from the school office. Unauthorised absence may result in a fixed penalty notice (fine) from the Local Authority. Please note, holidays during term time will only be authorised in exceptional circumstances.

Our School Attendance Team will contact you by letter to inform you if your child's absence falls **below 95%**.

### **Persistent Absence**

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% and there are unauthorised absences, school will support you to improve your child's attendance.