



# School Attendance Matters

## Why Are Good Attendance & Punctuality Important?

- ◇ Regular attendance at school where a child is on roll is a **LEGAL REQUIREMENT**. This is vital if your children are to benefit fully from their education
- ◇ Every day a child is absent, they miss important lessons
- ◇ It is easy to fall behind with work but very difficult to catch up
- ◇ Poor attendance badly affects test results
- ◇ Arriving late at school means children miss a vital part of their lessons
- ◇ Arriving late at school has an impact on your child's self-esteem
- ◇ Arriving late prevents your children from being involved in an important part of socialising with their peer group

**PLEASE REMEMBER,  
GOOD ATTENDANCE WILL BE REWARDED**

- ☺ Non Uniform days for the best class attendance each half term
- ☺ Prizes, T-shirts and awards
- ☺ Doncaster Rovers Tickets
- ☺ Postcards home
- ☺ Attendance Certificates are awarded per term and annually and letters sent home



**THE LAW ON ATTENDANCE HAS CHANGED**

Please remember that, by Law, **ONLY** the School can authorise absence

**SCHOOL'S RESPONSIBILITY**

- ◇ Teachers have to complete the class register showing the exact reason for a child's absence
- ◇ Absence has to be classed as "Authorised" or "Unauthorised"
- ◇ All absences must be accounted for
- ◇ Unexplained absence must be classed as truancy, even if condoned by the parent
- ◇ All absences from school must be reported to the LA and Government

**Students Responsibilities**

- ☺ Please be at school for 8.30am, registration is at 8.45am
- ☺ Please make sure you have all your school equipment
- ☺ Remember to bring your PE kit on the right days



## **PARENTAL RESPONSIBILITIES**

By law, all children of compulsory school age (between 5 and 16) must receive a suitable, full-time education, at school or otherwise. As a parent you are responsible for making sure this happens, either by registering your child at a school or by making other arrangements which provide a suitable education.

Once your child is registered at a school, you are responsible for making sure they attend regularly. If your child fails to attend regularly, even without you knowing, the Local Authority may take legal action against you. We are responsible for making sure that parents fulfil their responsibilities.

Parents are responsible for making sure that their registered children attend school regularly.



## **CODE OF PRACTICE FOR UNAUTHORISED ABSENCE FROM SCHOOL**

The Headteachers and staff of all the schools in the Don Valley Pyramid believe that good attendance is essential - as do most parents.

Unfortunately, not all families are co-operative and some continue to condone excessive absences and/or take holidays in term time. This has a negative impact on performance and learning in school. Holidays include time for attending weddings, funerals, visiting family etc.

Holiday request forms are available from the office

## **DMBC Guidance for the Authorisation of Holidays in Term Time**

The following guidelines are applied when a holiday is requested during term time:

- ◇ The holiday will NOT be authorised if attendance is below 95%
- ◇ The holiday will NOT be authorised during SAT assessment week
- ◇ Only ONE holiday per academic year will be authorised (regardless of the number of days requested)
- ◇ Holidays taken WITHOUT prior agreement/authorisation will be recorded as UNAUTHORISED absences

## WHAT IS AN "AUTHORISED" ABSENCE?



- ☺ Pupil's personal illness
- ☺ Hospital/Dental appointments However appointments should be made out of school hours whenever possible.
- ☺ Family bereavement
- ☺ Religious festival

## WHAT IS AN "UNAUTHORISED" ABSENCE?

- ☒ Visits from relatives
- ☒ Illness of any other family member
- ☒ Days off for Birthdays
- ☒ Shopping excursions even for school clothes
- ☒ Any other time which has not had **prior approval from the Head Teacher**
- ☒ Lateness after the registers have closed will be classed as "unauthorised" without prior clearance
- ☒ Keeping your child off for not having the correct uniform
- ☒ Waiting in for a delivery
- ☒ **HOLIDAYS** - when a Holiday form has not been submitted or prior agreement / authorisation has not been given

Unauthorised absences are recorded and reported to the Education Welfare Officer and a Fixed Penalty Notice may be issued if deemed necessary.

**IF YOU HAVE A PROBLEM REGARDING YOUR  
CHILD'S ATTENDANCE, PLEASE CONTACT  
THE SCHOOL OFFICE ASAP ON 01302 874324**



**Please inform school on the first day of any absences  
from school on 01302 874324**