



IF YOU HAVE A PROBLEM REGARDING YOUR CHILD'S ATTENDANCE, PLEASE CONTACT THE SCHOOL OFFICE ASAP ON 01302 874324 or email admin@tollbar.doncaster.sch.uk

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

Those people responsible for attendance matters in this school are and they can be contacted by telephone on 01302 874324:

Office: Mrs Newton, Mrs Milner

Head: Mrs Northwood

Education Welfare: Leanne Boyes - TEL: 01302 736504



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

PLEASE REMEMBER, GOOD ATTENDANCE WILL BE REWARDED

- ☺ Non Uniform days for the best class attendance each half term
- ☺ Prizes, T-shirts and awards - class of the week are awarded a homemade celebration cake by 'Toll Bar Dog' the school attendance mascot
- ☺ Doncaster Rovers Tickets
- ☺ Postcards home
- ☺ Attendance Certificates are awarded termly and annually and letters sent home



PARENTAL RESPONSIBILITIES

If your child is unable to come to school, for whatever reason, it is the PARENT'S RESPONSIBILITY TO INFORM SCHOOL OF THE REASON FOR THEIR ABSENCE

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. Parents will be contacted if a child's attendance falls below the 95% level set by the Department for 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.

It is very important that your child attends school and that you create a routine that ensures your child arrives at school on time. This ensures that your child feels included and part of the school day.

Education gives your child the best start in life. If they do not attend school regularly, they will miss important lessons and may find it difficult to catch up.

It has been proven that children who do not attend regularly fail to achieve at the same level of those children with excellent attendance at school.

Students Responsibilities

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

Toll Bar Primary School believes it is important to:

- Work in partnership with parents
- Have inclusive principles
- Work in an atmosphere of mutual respect and consideration

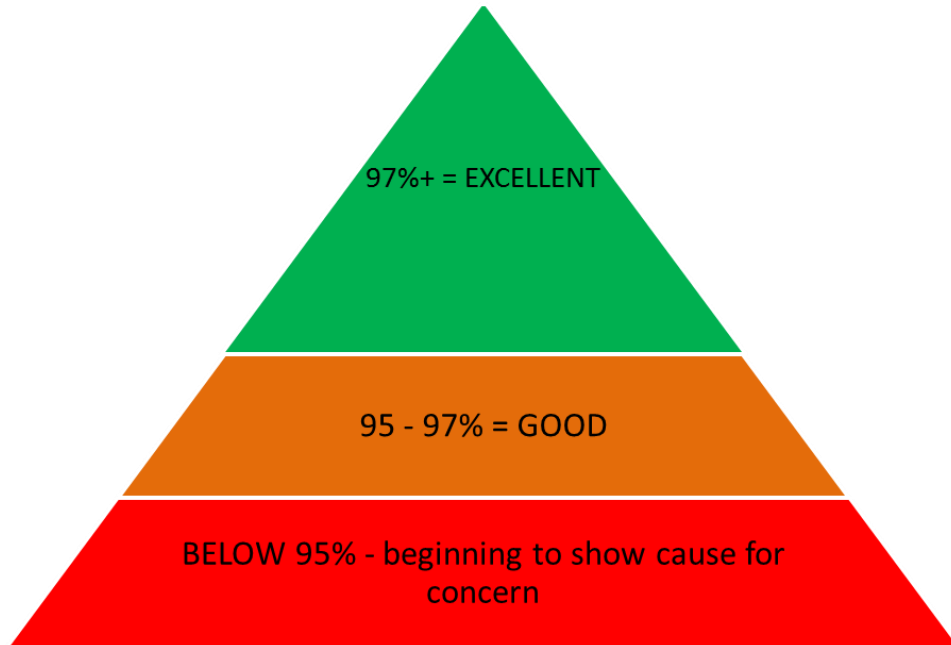
In school there is the right to:

- Learn in an encouraging environment
- Feel safe and cared for in school
- Achieve the best qualifications possible
- Enjoy time in school
- Know that any adult in the school can be approached for help, advice or guidance

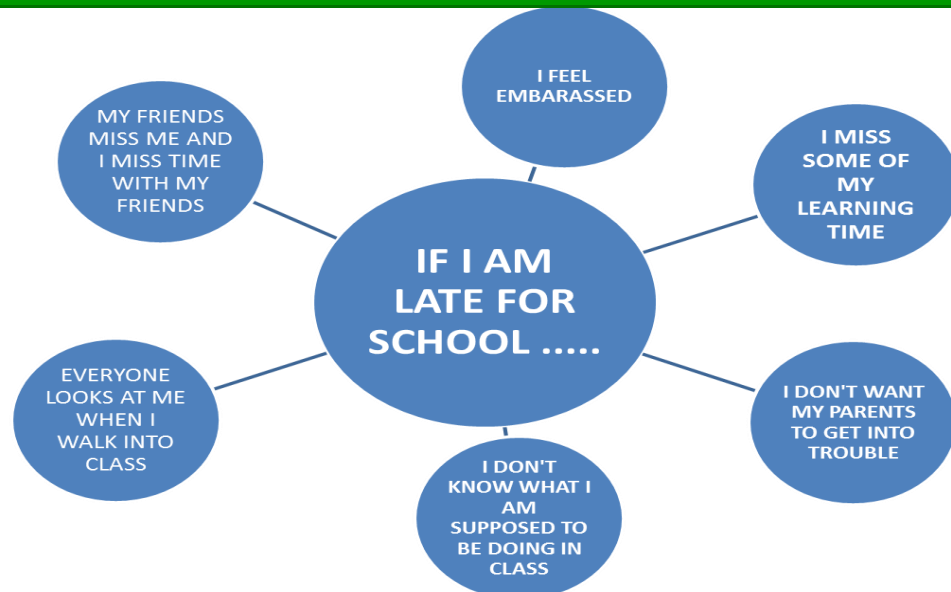
For students to gain the greatest benefit from their education it is vital that they:

- Attend school regularly
- Are punctual, arriving to school and lessons on time
- Have the correct equipment and attitude for learning

Good attendance means:



BEING LATE REALLY DOES MATTER!



School's Responsibilities

When a child does not arrive at school, we need to be sure that child is safe We will;

1. Ring any contact numbers we may have been given and also send a text message asking for parents/carers to make contact with school.
2. If no contact is made by **9.30 am** and school have been unable to find out why the child is not in school this is a SAFEGUARDING ISSUE.
3. At this point, two members of school staff may be asked to do a home visit to check why the child is not in school. If there is no answer at the door, a note will be posted through and it is the **parent's responsibility to contact school ASAP to explain the child's absence.**
4. If no explanation is received, the absence will be marked UNAUTHORISED

THE LAW ON ATTENDANCE HAS CHANGED

Please remember that, by Law, ONLY the Headteacher can authorise absence

SCHOOL'S RESPONSIBILITY

- ◇ Teachers have to complete the class register twice daily 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 Local Authority and the Government
- ◇ Unauthorised absence can lead to legal action and may involve a Fixed Penalty Notice (fine) or Prosecution

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

WHAT IS AN “UNAUTHORISED” ABSENCE?

- ☒ Visits to or 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 or similar
- ☒ **LEAVE OF ABSENCE** - unless in exceptional circumstances, agreed by

WHAT IS AN “AUTHORISED” ABSENCE?



- ☺ Pupil's personal illness
- ☺ Hospital/Dental appointments - however appointments should be made out of school hours whenever possible - please provide school with evidence of appointments within school time
- ☺ Family bereavement
- ☺ Religious festival

CODE OF PRACTICE FOR UNAUTHORISED ABSENCE FROM SCHOOL

The primary schools of the Don Valley Partnership are committed to raising the attainment of all children, which we ensure by promoting excellent attendance.

Under new government guidelines, it is **illegal** for schools to authorise requests for leave of absence during term time, **except under the most exceptional circumstances**. However, the schools are also aware that this has caused some hardship, and has resulted in many other problems, including a breakdown in trust between the schools and parents. For instance, some parents have been encouraging children to keep up the pretence of illness when really a leave of absence has been taken. Unfortunately, in those circumstances, **if the school has a reasonable belief that a leave of absence has been taken**, then we are obliged under the current arrangements, to issue a fixed penalty notice.

**EVERY
SCHOOL DAY
COUNTS**