



## Attendance Matters - Information for Parents and Carers



### Why does attendance matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good routines for later life and the working world, as well as giving your child the opportunity to:

- Make lots of friends and feel included;
- Learn new things and develop many skills;
- Increase confidence and self-esteem;
- Improve social skills;
- Achieve potential and fulfil aspirations.

### Attendance matters because...

Recent Government research looked into the link between good attendance at school and the progress students make. Amongst other findings was that students with 100% attendance are **1.5 times more likely** to achieve 5+ GCSEs A\*-C or equivalent and **2.8 times more likely** to achieve 5+ GCSEs A\*-C or equivalent including English and mathematics than students with attendance below 85% (the equivalent of missing less than a school day per week.)

At 90% attendance a student is missing school for the equivalent of half a day a week, the equivalent of four weeks over a whole school year.

The reality of absence from school	Annual Attendance = 100%	Annual attendance = 90%
Days in a year	365	365
Days spent in school	190	170
Days spent out of school	175	195

**Parents and carers should provide the reasons** for absences and the school must decide whether or not they justify authorisation according to Government Guidelines.

### Authorised Absences:

- Genuine illness of the student;
- Hospital/dental appointment for the student;
- Death of a close relative;
- Religious observance (faith of the parents/carers).

### Unauthorised Absence:

- A shopping trip;
- A birthday treat;
- Oversleeping due to a late night;
- Looking after other children;
- Term time holiday taken without the school's permission

### Term Time Holiday:

Family holidays should take place during the school holiday dates. These are published a year in advance. Please be mindful that absence due to a holiday is not, and never has been a parent's entitlement.

If a holiday in term time cannot be avoided a Leave of Absence form should be completed and returned to school at least two weeks prior to the absence. These forms are available on our website and also at Main Reception. The Co Headteachers will then decide whether or not to authorise the absence. Unauthorised holidays will be recorded as unauthorised absence from school which may trigger other actions if a student's overall absence level reaches a trigger point at some stage in the school year.

### Whenever a child is absent from school the parent should:

- Contact the school before 9.00am on the first day of absence. If no notification of absence is received, the school office may contact the parents to ascertain the reason.
- Where possible let the school know in advance of any planned absence e.g. hospital appointments.
- Where possible make medical/dental appointments out of school hours.
- In cases of prolonged or persistent absence through illness, school may seek medical evidence from the GP or relevant professional

### Absence and the Law

As a parent you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge.

The details of Parents with children who have unauthorised absence (including those who have taken an unauthorised holiday) will be passed to the Schools Attendance Officer, who could consider issuing a Penalty Notice or starting legal action.



### Every Day Counts

Trinity School is committed to providing all children with the best start in life and works hard to ensure that all children in our learning community attend school regularly.

Reducing absence from school is a key priority for Trinity School and the Government. The majority of parents ensure that their children attend school regularly.

### Further information:

Trinity School offers support and advice about your child's attendance.

Our Attendance Officer is:

Mrs Parish and she can be contacted in School 01228 516051 on extension 218.

## School Attendance matters because your child matters

### Good Attendance may help to:

- ✓ Increase children's and young people's opportunities;
- ✓ Increase children's attainment and achievement;
- ✓ Make children safer;
- ✓ Reduces anti-social behaviour;
- ✓ Reduce the risk of children becoming involved in crime;
- ✓ Reduce the risk of children getting involved in alcohol and substance misuse;
- ✓ Make the wider community a safer place for everyone.

### Celebrating Attendance

We take attendance very seriously and for this reason, this school year, we are launching a new rewards programme offering students with excellent attendance to win some fabulous prizes.

