

Lateness and truancy

Good attendance doesn't just involve being present in school – it also involves punctuality. You also have a responsibility to ensure that your child arrives to school on time and stays in school during the day.

All pupils are expected to be in their classrooms at 8.50am every day. If pupils are not in their classrooms by 9:30am, they receive a late mark – this is an **unauthorised absence**.

If the school believes a pupil is truanting, immediate action will be taken – this can escalate to penalty notices.

How can I help?

You can help in the following ways:

- Encourage good attendance by making sure your child goes to school regularly
- Take an interest in your child's school work
- Make sure your child understands that you acknowledge that good attendance is important
- Inform us on the first day of your child's absence, and keep us updated throughout the absence period
- Provide us with more than one emergency contact for your child, to ensure that if we receive no response from one number, we can try the others that you have provided
- Work with us to help break down barriers to attending school
- Discuss planned absences with the headteacher and apply for permission well in advance
- Only take your child out of school during term time where the absence has been authorised

Don't underestimate the importance of 100 percent attendance. Even one day missed can have an effect on learning:

- 98** percent attendance means **four** school days missed
- 95** percent attendance means **10** school days missed
- 90** percent attendance means **19** school days missed
- 80** percent attendance means **38** school days missed
- Five minutes** late each day means **three** school days missed

If you'd like further information regarding attendance at our school, please see our [**Attendance Policy**](#) – downloadable from the school's website.

Do I need to keep my child off school?

Whooping Cough 48 Hours after commencing antibiotics	Chicken Pox Until all spots have crusted over	Conjunctivitis No need to stay off but school or nursery should be informed	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever No need to stay off but school or nursery should be informed	Hand, foot & mouth No need to stay off but school or nursery should be informed
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies Until after first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek No need to stay off but school or nursery should be informed	
Impetigo Until lesions are crusted & healed or 48 hours after commencing antibiotics	Flu Until recovered	Head Lice No need to stay off but school or nursery should be informed	Threadworms No need to stay off but school or nursery should be informed	Tonsillitis No need to stay off but school or nursery should be informed	

HSC Public Health Agency



Elms Bank
School & College

School attendance:
What parents need to know

EVERYday
counts
attendance matters

Why is good attendance important?

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through regular attendance, pupils can:

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour and becoming victims or perpetrators of crime.

At Elms Bank, we encourage all parents to promote good attendance and work in partnership with school.



What does the law say?

All children of compulsory school age – between 5-16 – must receive a suitable full-time education. As a parent, you are responsible for ensuring that this happens.

You are also legally responsible for ensuring that your child attends school regularly. If you fail to do this – even if your child misses school without you knowing – legal action can be taken against you by the LA.



It is a legal offence to fail to ensure your child attends school regularly.

Legal action can involve a penalty notice or being taken to court.

Parents also face the risk of imprisonment and parenting orders. Parenting orders involve attending a counselling and guidance programme, usually a parenting class.

A penalty notice of £60 may be issued as an alternative to prosecution, but this will rise to £120 if it is not paid within 21 days. Failure to pay a penalty notice will usually lead to **prosecution**.



Can my child ever be absent?

When a pupil is absent from school, this will be classified as either '**authorised**' or '**unauthorised**'.

The governing board and headteacher decide which absences are granted as authorised. Authorised absences are only permitted for valid reasons such as:

- Illness.
- Medical or dental appointments.
- Religious observances.
- Family bereavement.



Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.

What are unauthorised absences?

Unauthorised absences are those which the school does not consider essential or reasonable.

Unauthorised absences can include:

- Forgetting school term dates.
- Oversleeping.
- Absences which have not been explained.
- Arriving at school after the register has closed.
- Truancy before or during the school day.
- Keeping pupils off school unnecessarily or without explanation.
- Day trips or family outings.
- Problems with uniform/clothing.
- Birthdays and holidays.



Holidays during term time

Elms Bank **cannot** be expected to authorise an absence for a holiday during term time. Only in **exceptional circumstances** may a holiday be authorised during term time – this will be at the discretion of Mrs Langley-Sadler.

You could be fined if you take your child on holiday during term time without permission from the headteacher.



Requesting absences

The authorisation of planned absences is at the discretion of the headteacher.

All absences must be requested in writing as far in advance as possible – the minimum notice period is **20 days**. If you think your child needs to be taken out of school, you should discuss the reasons with the pastoral team as soon as possible. If the headteacher is satisfied with the evidence and the notice period, they will authorise the absence.

The headteacher will decide the amount of time a pupil can be away from school, considering their attendance record.

Requests **will not** be granted in the following circumstances:

- Immediately before or during assessment periods
- When a pupil's attendance record shows any unauthorised absence for any reason
- Where a pupil's authorised absence record is already above 10 percent, for any reason