

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

Requests **will not** be considered 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



### 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.

	Doors Open	Doors Closed	Late Zone	After this time Unauthorised
<b>MIS</b>	8.45/8.50	9.00	9.00 - 9.10	9.10
<b>MJS</b>	8.50	9.00	9.00 - 9.10	9.10
<b>Bacton</b>	8.45	8.55	8.55 - 9.05	9.05

If your child is unwell and unable to attend school, you should contact the school office before 9.00am. Message can be left on the answering machines in all schools.

**MIS & MJS – 01263 720401**

**Bacton – 01692 650240**

### You can help by:

- Cooperate with our schools to make sure your child overcomes any attendance problems – discussing it with the class teacher in the first instance.
- 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**.

### Attendance matters!

**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

**Please help us promote good attendance throughout our schools – you really do play an important role.**

If you'd like further information regarding attendance at our school, please see our **Attendance Policy** – downloadable from the school websites along with more information around fixed penalty fines.



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# The Coastal Federation

**School attendance: what parents need to know**



### 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.



**All parents should promote good attendance and work in partnership with their child's school to provide a cohesive approach.**

## 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, either by registering your child at a school or by making appropriate alternative arrangements.

Once you have registered your child at a school, 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, e.g:

- Illness (*This will be monitored and medical evidence may be required*)
- Emergency 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 or leaving during the 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

The school **cannot** be expected to authorise an absence for a holiday during term time.

Taking holidays during term time means that pupils miss important school time – both educationally and for other school activities. It will be difficult for pupils to catch up on work when they return to school. Only in **exceptional circumstances** may a holiday be authorised during term time – this will be decided by the headteacher.

**Exceptional circumstances do not involve cheaper costs, family availability or weather conditions.**

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



## Requesting absences

Authorisation of absences are at the discretion of the headteacher.

All absences, including for holidays, must be requested as far in advance as possible – the minimum notice period is **10 days**. If you think your child needs to be taken out of school, you should discuss the reasons with the headteacher as soon as possible.

If the headteacher is satisfied with the evidence and the notice period, they may authorise the absence.