

# John Randall Primary School

## Parent's Guide to School Attendance

School attendance and punctuality are crucial in ensuring that your child gets the most from their education. Good attendance habits established from a young age are developed for life.

As a parent it is **your legal responsibility** to ensure that your child attends school regularly. Failure to do so could result in a referral being made to the Attendance Support Team at Telford & Wrekin Council which may lead to legal action being taken against you.

### What you can do -

- Ensure that your child arrives at school on time
- Have good routines at bedtime and breakfast times
- Encourage and support your child to prepare for school the night before, organising bags and uniform etc.
- Ensure they have all the equipment they will need for the day
- Not let your child have days off with minor ailments- particularly those which would not prevent you from going to work.
- Make hospital and dental appointments outside of the school day where possible, if this is not possible it will be necessary to supply a copy of the appointment card/letter.
- Avoid taking holidays during the school term.
- Complete a leave of absence form in advance, for any planned absence during term time (available at the school office).
- Contact the **school office each day** that your child is unable to attend school giving a reason for their absence.
- Provide school with note to explain any absences from school.
- Keep school informed if your child is encountering any problems in school.

### What school will do

- Recognise and reward good attendance.
- Contact you if no reason has been received for your child's absence.
- If your child is away for 3 consecutive days the school will pass this to the EWO may follow up with you directly.
- Will meet with the Education Welfare Officer every 3 weeks to review all pupils who fall below 96% attendance.
- If your child's attendance is a concern school will ask the EWO to contact you to establish why your child is not attending school. They may be able to put a support plan in place to help your child attend school regularly and punctually.
- If your child's attendance continues to be a concern it may be necessary to make a referral to Telford and Wrekin Attendance Support Team, who may instigate legal action against you.

## Holidays in Term time

The school will not authorise holidays during term time unless there are exceptional circumstances which prevents the leave being taken during the 12 weeks school holidays. This meets with Government requirements and Telford and Wrekin's protocol regarding absence from school during term time.

Should your child need to be absent from school during term time you will be required to complete in advance of the leave an "**Absence Request Form**". It is at the discretion of the Headteacher, and only in extenuating circumstances would this time would be authorised. The Headteacher will take all factors into account, including attendance trends and pupil progress when making this decision.

Should the leave be taken without authorisation from school it may result in a referral being made to Telford and Wrekin Attendance Support Team who may issue each parent with a **Holiday Penalty Notice**. Currently the penalty notice fine is £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings