



Sea Mills Primary School

ASPIRE BELIEVE SUCCEED

Head Teacher – Mrs. Sian Randall

Attendance – Every Day Counts

In keeping with Sea Mills Primary School's ethos of 'Aspire, Believe, Succeed', this leaflet sets out important information about our Attendance Policy (available on the website or on request from the office).

For your child to gain the greatest benefit from education, it is vital that they attend school regularly and punctually. **The responsibility for ensuring children attending school rests with a child's parents (or any carers with parental responsibility).**

Why regular attendance is so important:

We know that young children can be susceptible to illness and understand that if they are poorly they may need time off school to recover (this is reflected in our school target for every child to have at least 96% attendance). However, regular absences will seriously affect their learning and could affect their emotional wellbeing (sometimes young children find it hard to come to school again after a break in routine).

Ensuring your child comes to school on time every day is your legal responsibility and keeping them off school without good reason is an offence in law. Persistent absence results in a referral to the Educational Welfare Officer and may lead you to being prosecuted which, of course, is something we want to avoid.

If your child is absent from school because they are ill you must:

Contact the school early on the first day to tell us why your child is away and keep us informed of their condition regularly. Please use Studybugs to report absence – the link to join is on the homepage of the school website. If your child is away and we don't know why, we will contact you that morning. Please note that if your child has been off school for more than 5 school days, we will require medical evidence e.g. sight of the medication prescribed by the GP.

Absence for other reasons:

To request leave in term time, collect a form from the school office and return it 28 days or more BEFORE the absence. Complete the form with as much information as you can about why you want to take your child out of school and return it to us (**medical/dental appointments** must be supported by evidence e.g. appointment card/hospital letter).





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We will look at every case carefully and individually and take into account your child's attendance record and attainment before making a decision.

Authorised and Unauthorised Absences:

By law, the school has to classify every absence mark with either 'authorised' or 'unauthorised'. School Governors and the Headteacher are responsible for making a judgement about how to classify each absence. Schools have to report their absences termly to the Education Welfare Service who may contact parents about high rates of absence.

- Authorised absences will be granted for good reasons e.g. illness, medical or dental appointments, emergencies or other unavoidable reasons after discussion with the Headteacher. When deciding whether to authorise an absence, the Headteacher and Governors will take into account previous absences and the % attendance for the year for that child.
- Unauthorised absences are those which the school does not consider reasonable. Again, the decision is made on a case by case basis with reference to previous attendance and absence records.

Examples of unauthorised absence could include:

Forgetting school terms dates, over sleeping, a family member being ill, day trips or family outings, problems with uniform, birthdays, shopping to buy shoes/uniform, holidays.

Persistent Absence:

A child will be designated "persistently absent" when the attendance falls below 90% (this equates to 28 days off in a school year for whatever reason). In these cases, the Educational Welfare Service will be involved and will monitor the attendance closely.

Education research is very clear that good attendance is essential to pupil's achieving well at school and is a good indicator for success in later life. We are striving to reach our whole school target of 95% attendance and can offer support and advice to improve your child's attendance. If you would like our support, please contact the schools office on: 01179030088.

