

What is expected from parents/carers?

- We expect all of our pupils to have an outstanding attendance of 96% or better.
- Ensure that your child attends school regularly.
- Have a good knowledge of the school's attendance expectations and procedures.
- Be aware of your child's attendance.
- Work with the school if an attendance problem has been identified.
- Be aware of the importance of school attendance in relation to your child's progress and achievement.
- Contact your child's class teacher, the Deputy Head or Headteacher if you have concerns regarding their attendance.

As a school we are able to support you and your child to resolve any attendance issues so that your child achieves their full potential in school.

What happens if your child's attendance becomes an issue?

The school have a duty to notify the Local Authority of any child who develops a pattern of irregular attendance.

The Education Investigation Service (EIS) is the Local Authority's statutory service for the enforcement of school attendance and other education related legal interventions.

You have a duty to ensure your child receives a suitable full time education. If you fail to ensure your child attends regularly at the school where they are registered, you can be guilty of an offence.

The EIS will investigate the school's concern on behalf of the Local Authority and respond appropriately.

We are likely to refer a case to the Local Authority if:

- A pattern of irregular attendance is continuing or getting worse.
- Parent/Carers are refused a leave of absence (holiday) request during term time however the child is absent anyway.
- Parents/Carers and/or their child fail to engage with any intervention offered by the school.

What will happen if the Education Investigation Service is involved?

The EIS will decide which intervention is an appropriate response to a school's complaint - these include:

Fixed Penalty Fines

These are an alternative to court. A fine of £120 is issued to each parent/carer.

Prosecution

A parent/carer may be prosecuted if a child is not attending school on a regular basis or is continually late after registration has closed.

If you are found guilty of an offence, each parent/carer could be fined up to £1,000. If this is an aggravated offence (i.e. the parent/carer has already faced prosecution for non-attendance) each parent/carer could be fined up to £2,500 or face a custodial sentence.

Parenting Orders

This will require parents/carers to attend parenting groups to develop their parenting skills to help manage their child's behaviour. If found in breach of this order then parent/carer could be fined up to £1,000.

Once a referral is made to the EIS, any fines payable go directly to the Local Authority.

Government changes regarding Persistent Absence (PA)

The Department for Education has reduced the threshold for Persistent Absence from 15% to 10% with effect from September 2015.

This means that a child will be classed as a 'PA' student if they are absent for the following periods:

	Sessions	Equivalent School Days
Half Term 1	7	3½
Half Term 2	14	7
Half Term 3	20	10
Half Term 4	31	15½
Half Term 5	38	19

(Each school day contains 2 sessions)

90% attendance over an academic year = the equivalent of a ½ day missed every week.

What impact might this have on your child's future?

Students with 90% attendance have less than a 50% chance of gaining 5 GCSE's at Grades A* - C.

17 school days missed means that a child could drop a whole GCSE grade.

What we will do

We will write to you as soon as your child's attendance becomes a concern.

Any relevant interventions will be put in place.

If no improvement is made, we will request that you supply medical evidence to support any further absences due to illness.

Following this, if no improvement is made we will invite you and your child to come to a meeting at school so that we can discuss the way forward to improve your child's attendance.

If you wish to discuss this matter further or have any concerns regarding your child's attendance, please use the contact details below.

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Hartlebury Church of England (Voluntary Controlled) Primary School

A founding Academy within the Severn Academies Educational Trust

School Attendance
Parent/Carer Responsibilities

Headteacher: Caroline Unitt

Attendance Officers: Kelly Gledhill and Rebecca Hall (SAET)

Chair of Governors: Carolyn Gumbley

