

## **Information for Families regarding Attendance taken from the DFE Working together to improve school attendance.**

Improving attendance is everyone's business.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

### **Can a parent take their child on holiday during term time?**

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

### **Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

### **Punctuality**

Arriving and leaving school at the correct time promotes positive wellbeing in children and a positive school environment. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. If no improvement, repeated Lates will be referred to the Education Access Team.

### **Reporting absence and day to day processes.**

Schools have a responsibility to track and follow up absence and poor punctuality. It is parents' responsibility to contact the school when their child is absent or late to explain the reason. If absence continues without explanation, further contact should be made by school to ensure safeguarding and may be referred to Education Access Service.

Schools are to manage lateness and set out in their attendance policy the length of time the register will be open.

It is schools' responsibility to inform parents about their child's attendance, punctuality and absence levels and identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.