

SCHOOL ATTENDANCE OVERVIEW

100%
To
96%

Child has had up to 7 days 14 sessions of absence from school.

Attendance is good to excellent

95%
To
93%

Child has had up to 13 days 26 sessions of absence from school.

Attendance beginning to cause a concern.
Parents could receive a letter advising of our concern.
Medical evidence will need to be provided for further absences

92%
To
90%

Child has had up to 19 days 38 sessions of absence school.

Attendance is a more significant concern.
Parents will be invited to a meeting to discuss concerns.
A plan to support absence will be implemented and regularly reviewed.

90%
To
85%
& below

Child has had up to 29 days 58 sessions of absence from school.

Attendance is a major concern.
If absence is unauthorised, a referral may be made to the Local Authority for Statutory Action.

What Parents need to know about the school day

The School Day Starts at
(add time)
This is the time all children need
to be in the classroom and ready



Any child arriving after this time will be marked late. (L)
Any child arriving after (add time) will be marked (U) unauthorised late.
10 unauthorised lates to school could trigger statutory action from the Local Authority.

What do Parents need to do if your child is unwell

Contact the school office on
(add number)
Who are able to discuss any
issues and offer support



School support the NHS guidance regarding “is a child too ill for school”.

This is the link for parents.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Remember - School can administer medication.

Children who feel better late morning and attend in the afternoon, will only lose a morning mark. School is open all day.

**THE SCHOOL SUPPORTS THE LOCAL AUTHORITY IN NOT AUTHORISING
LEAVE OF ABSENCE DURING TERM TIME.
UNLESS ITS AN EXCEPTIONAL CIRCUMSTANCE.**

A leave of absence request form from the school office, needs to be completed and addressed to the Headteacher.