

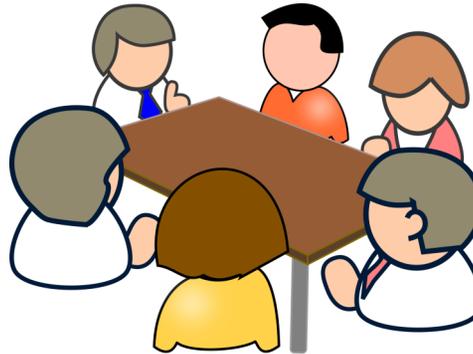
## What you can do to help improve your child's school attendance.

- If your child is ill, inform school by 9.00am on the first day of absence.
- Try to make medical and dental appointments out of school hours.
- If your child has been off school feeling unwell in the morning but improves, send them into school for the afternoon.
- If your child has an appointment, where possible send your child into school for part of the day.
- Ensure your child arrives at school on time.
- Don't take holidays /days out in term time.
- Try to have a back up plan if you are not able to get your child to school - perhaps a neighbour, friend or family member can take your child to school.



## What may happen if attendance becomes a concern.

If we become concerned about your child's attendance we will offer support to try and improve the situation over a period of time, however if no improvement is made we may be required to make a **Fast Track Referral**. This will involve regular meetings with parents/carers and possibly outside agencies with an Action Plan being put in place. If attendance does not improve a fine may be issued to both parents/carers (Fixed Penalty Notice). This, in the first instance, is £60 per parent per child, rising to £120 if not paid in 21 days. If not paid within 21 days legal proceedings can be started.



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# Attend Today Achieve Tomorrow



## HOW TO IMPROVE SCHOOL ATTENDANCE

Aslacton Primary School

You have been given this leaflet as we are concerned about your child's school attendance.

Parents/carers are required by law to ensure that their child attends school regularly.

The Government states that no child should miss school apart from in *exceptional circumstances*.

School attendance is measured as a percentage over a school year with anything below 90% being considered as 'Persistent absence'.

## How is attendance monitored?

Each school day is made up of two sessions - morning and afternoon.

Any session **off** school is marked as either **authorised** or **unauthorised**.

Your child's attendance is monitored for every school day throughout the year.



## Authorised Absences

- When absence is due to illness and you have advised school on the **first** day of absence. Sometimes school may also request medical evidence to authorise the time off.
- When absence is due to a hospital appointment and a copy of the appointment letter has been given to school.
- Occasionally there may be another reason for an authorised absence, however this needs to be agreed by the Head of School in advance.



## Unauthorised Absences

- When school has not been advised of reason for absence.
- When we have not been able to contact you to ascertain a reason for any absence.
- When you have been unable to get your child to school.
- Where no medical evidence has been provided when requested by school.
- Holidays, days out etc.

## Is my child too ill to come to school?



Young children pick up many common infections when they first start

school and it is sometimes difficult to know when to send your child to school or keep them at home.

If your child has a high temperature or has diarrhoea or vomiting then they should stay at home. However, for many common bugs, such as colds, coughs, headache, tummy ache (without vomiting or diarrhoea), we often find children do very well coming into school - they soon forget about feeling a bit under the weather. We will always contact you if we feel your child is not well enough to be in school.

If your child has poor attendance at school due to illness we may request that the School Nurse becomes involved to offer support. We may also ask for evidence of any medical appointments, prescriptions etc to add to your child's records to support their absence from school.