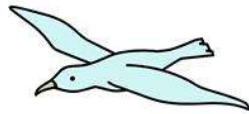


SUTTON ON SEA CPS SCHOOL



ATTENDANCE INFORMATION 2020/2021

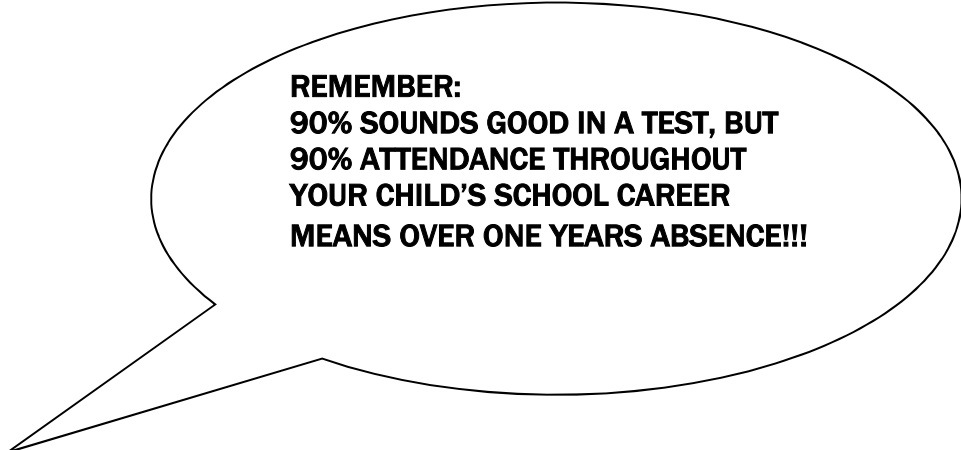
FOR PARENTS



OUR SCHOOLS POLICY AND PROCEDURES.....

- **Mr Pearson (Headteacher) is responsible for attendance throughout the school and for overseeing attendance monitoring.**
- **Mrs Howells (Administrator & Attendance Officer) is responsible for updating attendance records and monitoring attendance on a day to day basis.**
- **Mr A Elson (Governor responsible for Attendance Monitoring)**
- **The School Attendance Register is taken twice daily.**
- **The school register in the morning closes at 9.10am.**
- **Any child arriving after 9.30am will be recorded in the register as unauthorised late.**
- **Lateness and early departures from school are recorded and monitored daily.**
- **Attendance is monitored daily, weekly and every term by the Attendance Officer.**
- **No holidays will be authorised only in exceptional circumstances at the Headteacher's discretion.**
- **We operate a gold, silver, bronze, and red system to inform parents about their child's attendance and whether we have any concerns regarding their attendance.**

- **If your son/daughter is ill and unable to attend school please ring school on 01507 441319 and either leave a message on the absence line or speak to a member of staff, informing them as to the reason for the absence. Please ring on a daily basis by 9.30am unless you have informed the school otherwise.**
- **Any absence without communication with parents/carers will remain as unauthorised on the register.**
- **Any unavoidable requests for leave of absence must be recorded on a school form which is available from the office and returned to school. Parents will then receive a letter stating whether or not the request has been authorised. Any unauthorised absences, resulting in 10% absence over a 6 week period, could result in a fixed penalty notice.**



**REMEMBER:
90% SOUNDS GOOD IN A TEST, BUT
90% ATTENDANCE THROUGHOUT
YOUR CHILD'S SCHOOL CAREER
MEANS OVER ONE YEARS ABSENCE!!!**


At a Glance.....

Your child and school attendance

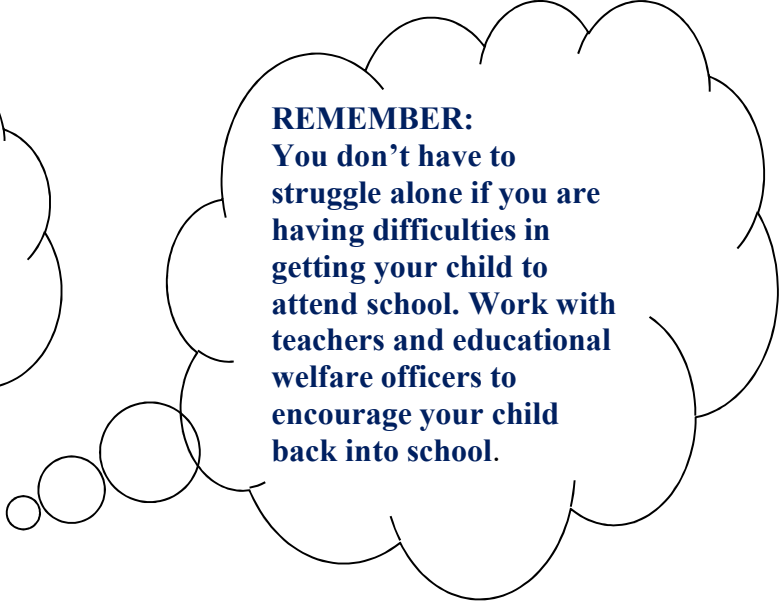
- **Children who attend school regularly benefit in the short term and long term. They stay on top of their education and learn how to get along with people better.**
- **As a parent you have a legal responsibility to make sure your child gets a full-time education between the ages of 5 and 16. For most people, this means registering a child with a school and making sure they attend regularly.**
- **You can be fined up to £2,500 or imprisoned if your child has a poor attendance record.**
- **If you have problems, your child's school and your local authority can help you to get your child back into school.**
- **There will be times when your child cannot go to school, for example if they are ill. However, taking time off for holidays and birthdays are not acceptable.**
- **Taking an active interest in your child's education and letting them know that you are not happy if they don't go to school will make them more likely to want to attend.**
- **If your child won't go to school and you are struggling to deal with this, help is available from your child's school or local authority.**

If your child doesn't go to school.....

- **It is definitely in your interest to make sure your child has a good attendance record. If they miss school regularly – your local authority can take action against you.**
- **If your child is missing school regularly then the school or local authority will contact you to see what can be done.**
- **An Education Welfare Officer will visit or write to you to discuss the problem.**
- **You might be offered a parenting contract – this is a voluntary agreement between you and your child's school or the local authority. It sets out things that you and the school will do to help you improve your child's attendance.**



Did you know.....every day 50,000 children miss school without permission don't let your child be one of them!!!



**REMEMBER:
You don't have to struggle alone if you are having difficulties in getting your child to attend school. Work with teachers and educational welfare officers to encourage your child back into school.**

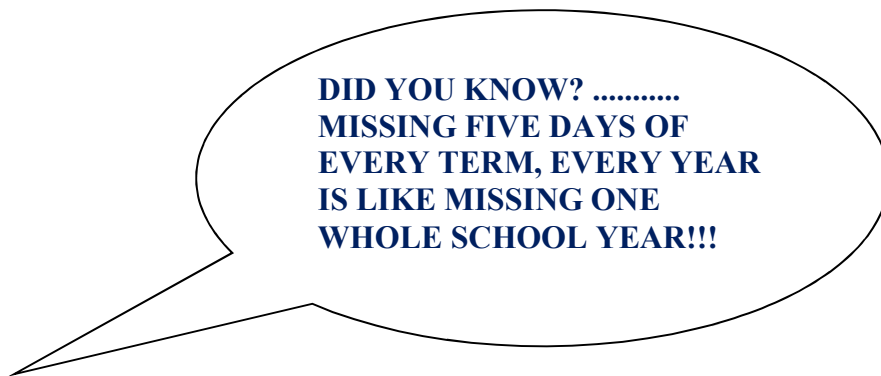
Is your child missing out?

We've all been there.....woken up one morning, not wanting to face the day. Children feel the same, especially as they get older and are at the mercy of their hormones – going to school may be the last thing they feel like doing.

The fact is, if your child doesn't attend school regularly, they are less likely to do as well as other children. That means fewer chances and fewer choices when they are older and looking for work and developing social relationships in later life. Don't you want to give your child the best start in life?

Lots of people think that missing the odd day at school here and there can't do much harm, but even taking a short amount of time out can be a problem. Your child may fall behind in their work and not be able to catch up. They are also missing out on the social side of things, affecting their ability to make and keep friends. Children who are often absent can feel lonely and excluded, leading to unhappiness.

Every parent knows how tough it can be to get their children to school every day but by making sure they can turn up you are also fulfilling your legal requirement as a parent.



WHAT'S ACCEPTABLE AND WHAT'S NOT?

Of course there are times when your child has to miss school for a good reason. If your child needs time off then you must ask the schools permission as far in advance as possible.

When is it OK for your child to be off school?

- **Illness – follow the schools illness procedures and let them know as soon as possible – the first day your child is ill.**
- **Medical Appointments – try to arrange them during school holidays, weekends or after school. Naturally there will be times when this isn't possible but try to give the school as much notice as possible. Only half a day will be authorised for local medical and dental absences.**
- **Bereavements – let your school know as soon as possible if someone in your immediate family dies – the school will want to make sure that staff and pupils act sensitively with your child on their return.**
- **Exclusion – if your child has seriously misbehaved and the Headteacher issues a letter saying they must stay away either permanently or for a set number of days (up to 45). If the exclusion is permanent, your child will be offered alternative education.**
- **Religious festivals – ask your school well in advance for time off for religious reasons.**

What's not ok?

- **Holidays in term time.**
- **Birthdays – your child should attend school even if it is their birthday.**
- **Shopping or any activity where there is no serious reason for your child to be away from school.**
- **Truancy – skipping school is not acceptable and will have serious consequences for you and your child.**



REMEMBER:

**WE NEED TO WORK TOGETHER! IF YOU
HAVE ANY CONCERNS REGARDING YOUR
CHILD'S ATTENDANCE AT SCHOOL COME
INTO SCHOOL TO SPEAK TO THE
HEADTEACHER OR ATTENDANCE OFFICER.
WE CAN HELP!**