



Summary of School Attendance Policy

We hope this leaflet gives you all the information you need about your child's attendance at Eagle.



We understand that there can be tricky times and so we offer our full support with any attendance issue ... keeping us in the loop is the key.



If there are problems, we will do everything that we can to make attending school as simple as possible whilst ensuring your child is happy and reaches their full potential.

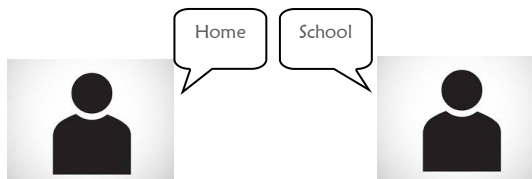


If there are ever any problems, please do not hesitate to come and see us

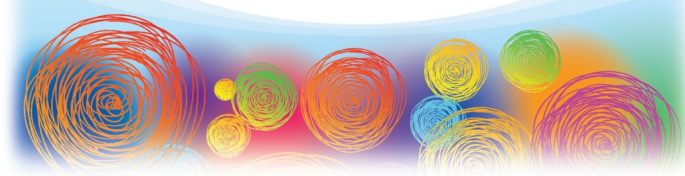
Attendance Leaflet



- ◇ At Eagle, we expect children to attend school every day, as long as they are fit and healthy enough to do so.
- ◇ If your child is not well enough to attend school, we expect a **parent** to contact the school office as soon as possible giving a specific reason for the absence.
- ◇ Because we have a duty of care for safeguarding your child, we will contact you if we do not receive a call on a **daily basis** to ensure we know your child is safe.



INFORMATION FOR PARENTS AND CARERS



Ring **01522 868354**



Please give your full child's name and reason for their absence.

Ring on each day of the absence.

What the law says ...

As a parent, ensuring your child's regular attendance at school is **your legal responsibility** and permitting absence from school without **good reason** is an offence and may result in referral to the Education Welfare Service, the issue of Penalty Notices and fines and eventually prosecution.



What the government says ...



New government guidelines state that attendance figures of **90%** or less is classed as 'persistent absence'.

The government expects that in order to reach a child's full potential, they must attend school for a minimum of **95%** of the year.

At Eagle Primary, we will inform you each term of your child's attendance rates. We will also notify you in writing if we feel that attendance should be improved to prevent further action being taken. This may involve working with Lincolnshire County Council's Education Welfare Service.



- ◇ If your child attends school between 95% and 100%, they have the potential to achieve their best, educationally and socially.
- ◇ 10 days off per year = 94.7%
- ◇ Whilst 90% attendance might sound good ...
 - * 90% = ½ day off each week per year
 - * 90% = 1 month off school per year
 - * 90% = 1 whole school year in career ... reducing continuity of education

'Unauthorised Absence' ...

What does this really mean?

Significant unauthorised absence percentages can result in a fixed penalty notice being issued.

Also, secondary schools do look at attendance levels when offering places on appeal, in particular, the rates of 'unauthorised absence'.

Illness Guidance ...

Being ill may prevent your child from coming to school, **but**, if they can get out of bed and play or enjoy TV, they should be in school. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.



Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

If your child's attendance falls below 90% due to illness, we will ask that you provide a doctor's certificate to verify absences. If this is not provided they will be classed as unauthorised.

Leave of Absence ...



The Department for Education made changes regarding Leave of Absence during term time.

Leave of Absence is not permitted during term time unless there are '**exceptional circumstances**'.

Taking a Leave of Absence without prior discussion or consent will result in an unauthorised absence.

Family holidays will very rarely be considered as '**exceptional circumstances**'. Our Leave of Absence policy and form highlights these exceptions.