

We have a dedicated Attendance Officer, Miss Highland, who is available to speak to throughout the week. We also have attendance drop ins, where you can make an appointment to discuss any concerns about your child's attendance/punctuality. If you would like to make an appointment for a drop in session, please do so via the school office.

**If you would like to talk to Miss Highland about any attendance issues, please call the school office.**

**If your child is absent from school, you must notify us:**

Please phone the school office by 9:00am to tell us why they are not in school. You are also able to leave a message on the absence line. Please provide medical evidence if you have been to the Doctors (an appointment card or a prescription is sufficient). If school do not receive a reason for the absence, Miss Highland and another member of staff may visit you at home to ensure you are safe and well. If no reason for absence is provided, this will be marked as unauthorised.

Please note, if you give 'illness' or 'unwell' as a reason for absence, a member of the office team may contact you for clarification on the specific reason for illness. Children with minor ailments, such as headaches, earaches, stomach aches, colds, etc. are still able to attend school. We advise giving your child medicine and staff will continue to monitor them throughout the day. If they remain unwell, a member of staff will contact you. However, the majority of the time, when they arrive in school, they are distracted by their learning and seeing their friends.

**Miss school, miss out!**



## **Attendance Matters**

## **A Guide for Parents**



Tall Oaks Academy are committed to reducing high levels of school absence. We expect every pupil to maintain an attendance level of 100% unless there are authorised reasons that occur. Once your child transitions from Nursery to Reception, we expect them to come to school everyday unless they are too ill to attend. Children can come to school with the majority of illnesses. We expect children to come to school with coughs, colds, slight high temperatures, stomach aches, headaches, earaches, etc. These illnesses can be managed with Calpol. If your child is absent due to minor ailments, their absence will be marked as unauthorised. The Department of Education class persistent absence percentage from 10% and below. What does this mean? Any child whose attendance is lower than 90%, at any point in the year, will be classed as being persistently absent.

**If your child is persistently absent they could be referred to the Local Authority's Attendance Team and you may be at risk of a penalty notice or prosecution**

**School will also refer any child who is persistently late.**

**What is unauthorised absence? Absence is not allowed for:**

Holidays / Forgetting school dates / Oversleeping /

A family member being ill / Siblings being ill

If your child has an appointment they must still attend school before or after the appointment; They should not miss a whole school day. School will only authorise the time for the appointment and travel time. Proof of appointment is needed to authorise the absence. A medical absence request form also needs to be completed. This can be done at the school office.

**Remember, we will help and support you in any way we can to help your child attend school regularly and on time!**

If your child attends school for less than 96.2% of the time it has been proven their education will be significantly affected. For a child to be below 96.2% this is approximately 6 days of absence over the full academic year (September-July).

One great way for your child to kick start their day may be by attending Breakfast Club. More information about this can be found in the school office

### **Holidays**

Tall Oaks Academy do not authorise leave of absences unless there are exceptional reasons, irrespective of the child's overall attendance. You must complete a leave of absence form prior to the holiday being taken.

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made, School will request a penalty notice to be issued by the Local Authority. The penalty notice will be issued to each parent of the individual child.

Penalty Notices are set at £60 if paid within 21 days and £120 if paid between 22 and 28 days. Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996.

Please note, if repeated holidays are taken during term time, a referral to the Local Authority may be made.

### **Why does attendance matter?**

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later in life and the working world. Each school who are part of Tall Oaks Academy Trust are fantastic schools, offering your child many exciting opportunities and experiences to enhance their learning – **miss a day and miss out!**

**It will also give your child the opportunity to:**

**Make lots of friends and feel included**

**Learn new things and develop many skills**

**Increase self-confidence and self esteem**

**Improve social skills**

**Achieve their potential and fulfil their aspirations.**