

CHASE LANE PRIMARY SCHOOL AND NURSERY

ATTENDANCE

A Parent's Guide to School Attendance

For your child to gain the greatest benefit from the education offered, maximum attendance is necessary.

What does the law say?

Parents / Carers are responsible for ensuring their children receive a suitable education.

This includes parents making sure their children attend school on time, suitably dressed and in a fit state to learn.

The law enables the school to authorise absence for the following:

- Acceptable medical reasons
- Dental / medical appointments
- Family bereavement
- Religious observances.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence will not be granted unless an application has been made in advance and the Headteacher considers that leave of absence should be granted due to exceptional circumstances. Headteachers no longer have the discretion to authorise up to 10 days of absence. Whilst the Headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

What happens if the school refuse my application for a holiday?

If you take your child out of school without approval, the absence will be recorded as unauthorised and the Missing Education and Child Employment Service may issue you with a penalty notice.

How much is a penalty notice?

£120 per parent, per child (or £60 if paid within 21 days). If the penalty is not paid within 28 days, the Missing Education and Child Employment Service will prosecute. No parent can demand the right for their child to have leave of absence for the purposes of a holiday of any length. This means that if you want to take a short break away in term time – even for just two or three days – you must receive approval beforehand from the school.

What you should do if your child is absent?

As a minimum requirement you should:

- Inform the school on the first day of absence and if possible give the expected day of return.
- Keep the school informed, especially if the return date alters.
- Send a note with the child when he or she goes back to school, giving full details of the reason for absence.

What if your child arrives late?

Generally lateness is not acceptable and can legally be counted as unauthorised absence. Therefore, a child arriving late, after the register is closed, should bring a note explaining the reason. Your child arriving late may cause disruption for him or her and other children. A child arriving late should report to the school office before going to his or her class.

What about medical appointments?

Requests for your child to be allowed out of school should be sent prior to the date. He or she will be released from school in sufficient time to attend the appointment and should return to school if the time allows. Every attempt should be made to arrange such appointments outside of school hours, where possible.

Who monitors attendance?

The school is responsible for authorising absence and will therefore check attendance regularly. Unauthorised absence, for which the school does not give approval, will be followed up by the school and will be referred to the Missing Education and Child Employment Service who may issue penalty notices. Frequent authorised absences may also be referred to the Missing Education and Child Employment Service. The Missing Education and Child Employment Service has a responsibility to enforce school attendance and will take Court Action where necessary.

What is an Attendance Investigation Officer?

Attendance Investigation Officers are members of the Missing Education and Child Employment Service, employed by the Local Education Authority. Their role is to work with families to help them resolve problems which prevent children from benefiting from their education. A.I.O's support families by:

- visiting families at home.
- working with families, schools and others, such as Health Visitors and Social Workers.
- offering support as appropriate.

For sight of the full Attendance Policy, please contact the school or visit the school's website.

For further information and advice, contact the Headteacher or Learning Mentor at Chase Lane primary School and Nursery

or contact

Essex County Council
Missing Education and Child Employment Service
Magnet House
Jackson Road
Clacton-on-Sea
Essex CO15 1JD

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