



# Attendance Information



This leaflet gives you basic information about school attendance, and how we can work together to ensure that your child gets the best out of their education.

## **What to do if your child needs to miss school**

If a child is absent from school, the parent needs to contact the school every morning of the absence, with the reason for the absence. You can do this by calling the **Attendance line 01297 630157**, emailing [attendance@axevalley.devon.sch.uk](mailto:attendance@axevalley.devon.sch.uk) or by text- please call the attendance office for this number.

Please remember that parental illness, going shopping, visiting family, not wanting to go to school, alleged bullying (speak to the school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence.

If a child is in school with physical needs (such as crutches, a broken arm or mobility issues) please contact the school so that we can arrange support and keep your child safe in school. (We will write a medical care plan to address your child's needs.)

## **Medical Appointments**

All medical and dental appointments should be made out of school hours. However, we appreciate that this is not always possible, and in these cases, a copy of the appointment card or letter will count as medical evidence to excuse this absence.

## **Arriving late/ leaving the school site**

If your child is going to be late arriving in the morning please inform the attendance office. Students who arrive late or who leave the site for any reason during the school day must sign in or out. If a student is more than 20 minutes late to the morning or afternoon register, this is recorded as unauthorised absence, unless medical evidence is provided.

## **Requests for absence during term time**

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their peers will receive during your holiday. Attendance is vital to academic success and lost education poses a risk of under achievement. This is something we all have a responsibility to avoid.

Parents/carers may apply in advance for Leave of Absence for Exceptional Circumstances via the S2 form which is available from reception or the Academy website. Please read the form carefully. On returning these to the school a decision will be made by the Headteacher as to whether the request is authorised as an exceptional circumstance. Requests that are not deemed as an exceptional circumstance will be unauthorised and as parents you may be subject to a fine and a penalty notice may be issued. The cost of the fine is £60 per child, per parent, this also includes step parents. If the fine is not paid within 21 days, this will be doubled to £120. If the fixed penalty remains unpaid after 28 days, the parent(s) will be prosecuted under section 444(1) of the Education Act 1996. The offence carries a maximum fine of up to £1000.

## **Low attendance**

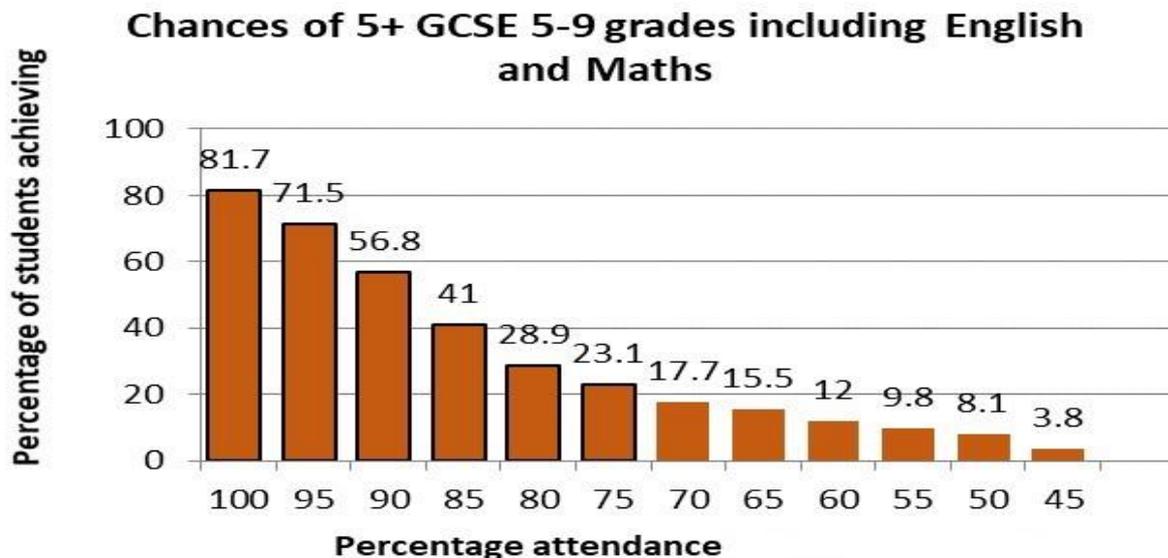
When a student's attendance falls below 95 % a letter is sent home to highlight this to parents/carers. The student's attendance is then monitored regularly by the attendance officer and the academy's education welfare officer to consider the next steps.

**Low attendance due to medical appointments and illness**

Medical evidence will be required when a student has above average time off. If this is the case you will be notified by a warning letter. If attendance does not improve, a medical withdrawn letter will be sent. This means that any absence for medical reasons or illness will only be authorised if proof is received eg: letter from GP, copy of appointment slip or prescription.

## Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR					
175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
190 DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR	10 days absence 180 DAYS OF EDUCATION	19 days absence 171 DAYS OF EDUCATION	29 days absence A term missed 161 DAYS OF EDUCATION	38 days absence 152 DAYS OF EDUCATION	47 days absence 143 DAYS OF EDUCATION
100%	95%	90%	85%	80%	75%
<b>Good</b> Best chance of success. Gets your child off to a flying start		<b>Worrying</b> Less chance of success. Makes it harder to make progress		<b>Serious Concern</b> Not fair on your child. Court action!	



**Absence line: 01297 630157**

To raise any concerns about your son or daughter's absence, please call the number above and ask to speak to Mrs Jackson (Inclusion Officer)