



Attendance Policy – Information for parents/carers

Our aim is to work with you to encourage your child to attend School regularly. On admission you will be issued with a “*School Attendance: Information for Parents*” leaflet. This leaflet should only take a few minutes to read. It contains valuable information regarding the importance of regular school attendance together with guidance on action you can take if you are experiencing any problems in getting your child to attend School regularly.

The School works closely with an Education Social Worker to support parents/carers of children who are not achieving regular School attendance. If at any time you are concerned regarding your child’s attendance please do not hesitate to contact us and we will do our best to support you. Birmingham Education Welfare Service requires us to inform them of any unauthorised absences from School and they will take appropriate action, which may include issuing Penalty Notices to parents/carers, or instigating court action. It is essential for your child to be in School regularly to benefit fully from their educational opportunity.

We welcome and encourage all parents/carers to keep in regular contact with the School in order to check on their child’s attendance, particularly when there has been a previous problem with attendance. We really do not mind you telephoning the School on a daily basis! It is essential for the School Registers to be marked accurately and we ask you to support the School by following the points below:-

1. If your child is absent from School, we ask you to **telephone us before 10.00am on each day of absence** to let us know the reason (sickness, medical appointment, etc.). If you do not let us know, then your child’s absence will be recorded on the Register as an “*unauthorised absence*”. It is important that you make contact with the School direct - messages passed to taxi drivers are not acceptable.
2. When your child returns to School following an absence we need a note from you confirming the reason for the full period of absence.
3. You should always try to arrange medical and/or dental appointments during School holidays or after School hours where possible. We do however understand that this is not always possible. In order to authorise these types of absences we require evidence of **all appointments** in the form of a copy of your child’s official appointment card/letter.
4. It is the School’s policy to routinely contact the parents/carers of absent pupils on a **daily basis** for confirmation of the reason why they are absent from School.
5. The Education (Pupil Registration) (England) Regulations 2006 require schools to record absence during term time for the purpose of holidaying or making visits abroad as “*unauthorised*” unless the circumstances are very exceptional. Continuity of attendance underpins academic achievement as well as social and emotional development, so please bear this in mind if you are considering a holiday during term time as we are sure you would not wish to jeopardise your child’s academic progress. Applications for permission to take children out of school during term time will be considered on an individual basis. They should demonstrate a willingness to make arrangements that cause the least disruption to their child’s learning and should be submitted to school for consideration at least 6 weeks or half a term in advance. Please contact the school if you require any further advice.
6. Good attendance will be positively promoted by inclusion in our Awards system and we will notify you on a regular basis of your child’s attendance rate.

This might sound a little complicated and official, but in fact, all we are really saying is “full attendance, on time, unless there’s a very good reason!”