

## Get your child to school on time every day

There is a link between good school attendance and high level attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/carers are legally responsible for ensuring that their child attends school every day.

### Medical appointments

Where possible, all appointments should be booked outside of school hours. Where this is not possible, the amount of time missed must be kept to a minimum. School may not authorise the time off if medical evidence is not provided.

### Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat); over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be off for 48 hours if they have diarrhoea or vomiting.

If you are unsure how long your child should be absent with an illness speak to your child's school, your doctor or pharmacist for advice.

## Unauthorised leave in term time (holidays)

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods. Requests for leave due to exceptional circumstances, preventing the period of leave being taken during school holidays, must be made in writing to the Headteacher.

### Absence during term time

Children must not be absent from school for:

- Day trips
- Baby sitting
- Shopping
- Parent/carer or sibling illness
- Birthdays

### Reporting absence

It is a parent/carer's responsibility to notify school if their child is absent. A reason must be provided.

### Persistence absence

Any child with attendance below **90%**, regardless of the reason for the absence, is considered to be a persistent absentee. This equates to just two days each month.

## Is your child a persistent absentee?

Statistics show that persistent absentees are less likely to achieve their full potential, can affect GCSE grades and a child's future prospects.

### Routines

The easiest way to ensure your child attends school on time everyday is to establish a good evening and morning routine. If mornings are hectic in your household, prepare as much as possible the night before.

### Punctuality

It is important that your child attends school everyday and on time. Arriving late to school is unsettling for children.

## Did you know?

**10** MINS  
**LATE**

**EVERY**  
**DAY = 33** HOURS LOST  
LEARNING  
EACH YEAR

Can your child afford to miss out?

# King Edward VII School



## Get your child to school on time

Their future is in your hands...

### Aim for 100% attendance for a better future

## Your Legal Responsibility

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Notice Penalty (fine) or a summons to appear at the Magistrates' Court.

### A Penalty Notice fine can be issued for two reasons:

- If a holiday is taken during term time without the permission of the Headteacher
- If a student has unauthorised absence from school and their parent/carer fails to co-operate with school staff /or other professionals to improve the situation

### What are the fines?

£120 per parent/carer reduced to £60 if paid within 21 days. If the £120 is not paid within 28 days a summons can be issued to appear in the Magistrates' Court instead of a penalty notice fine.

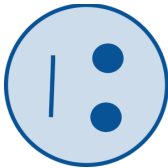
190 Days  
**100%**  
Very best chance of success



183 Days  
**96%**  
Off to a flying start



179 Days  
**94%**  
Less chance of success



175 Days  
**92%**  
Harder to make progress



More than 18 Days  
absence less than **90%** attendance



The target for the School is **97%**

There are 190 days in a School year which leaves 175 days to spend on family time, shopping, appointments etc.