



Attendance Guidance for Parents/Carers

One of the most important ways to help your child do well at school – and in life – is to ensure that they attend regularly and on time. Good attendance means:

- **Better life chances**
 - Gaining skills for their future
- **Building lasting friendships**
 - Developing confidence
- **Taking part in exciting learning activities**
 - Linking learning from the day before to the next day
- **Being able to achieve full potential**
 - Building on previous learning to achieve the best for the future
- **Developing a love of learning**
 - Wanting to get better

Good progress goes hand in hand with good attendance



To help your child to achieve good attendance parents/carers are expected to:



- Make sure your child arrives at school on time. School starts at 8.45am and the gates are closed at 8.50am (if you arrive after this time please sign your child in at the School Office)
- Phone school before 10.00am if your child is absent on 01623 455949
- When your child returns to school, please send a short note or e-mail (office@mapplewells.notts.sch.uk) with the reason for absence
- Discuss with school, at the earliest opportunity, any problems/worries that are affecting your child's attendance
- Do your best to arrange medical/dental appointments outside of school hours
- Arrange holidays outside of term time



To help your child achieve good attendance school will:



- Make school a place where your child will feel happy and content
- Contact you if your child is absent and you have not contacted us
- Give you the opportunity to discuss persistent minor illnesses with the school nurse
- Work with you to resolve any problems that are preventing your child from attending school on a regular basis
- Call on the Targeted Support Service to help and give advice on attendance problems



Holiday Guidance:

The School Policy is to expect all children to attend whenever possible. Holidays should be arranged to avoid absence during term time in order to achieve the highest attendance possible. Requests for absence can only be authorised for exceptional reasons and these will be considered by the Head Teacher on an individual basis. Holiday absences will generally be classed as unauthorised absences – potentially leading to the issuing of a Fixed Penalty Notice (fine)/prosecution.

Please note that such ‘fines’ are issued to every adult responsible for everyday care in the child’s household for each child involved.

The Law and School Attendance:

Parents/Carers are committing an offence if they fail to ensure their child’s regular attendance at school. Unauthorised absence can lead to a Fixed Penalty Notice being issued and ultimately the Local Authority may pursue cases of poor attendance through the Magistrates Court.

Once a child has reached 6 sessions (3 days) unauthorised absence over a rolling 6 week period, the school can issue or ask the Local Authority to issue a warning letter. If unauthorised absence rises to 10 sessions (5 days) over a rolling 6 week period then the school can issue or ask the Local Authority to issue Educational Penalty Notices to the parents.

To help achieve good attendance your child will:

- Learn about the importance of punctuality and good attendance from their class teacher
- Receive rewards from school in recognition of positive attendance



Impact on Learning:

The following table shows how school attendance can affect a child's future progress:

Above 99%	EXCELLENT The most effective way of success. Sets your child off to a good flying start.
96% - 98.9%	GOOD Less than 7 days absence a year. Pupils should achieve the best grades they can leading to the best possible start in their secondary education.
93% - 95.9%	REQUIRES IMPROVEMENT More than 1 day off every 4 weeks. Less chance of success, harder to make progress in learning, friendships and relationships with others.
90% - 92.9%	AT RISK OF BECOMING A PERSISTANT ABSENTEE Almost 1 day off every 2 weeks. Pupils may fall behind in Maths and English; it will be difficult for them to achieve their best
Below 90%	PERSISTANT ABSENTEE Almost 1 month off a year. Parents could be issued with a Penalty Notice.

PENALTY FINE WARNING

We are obliged to inform you that unauthorised absences leave parents/carers at risk of receiving penalty fines. Please ensure you contact school on the first day of absence to inform the Office of a reason for absence.