

Holidays

Since September 2013 all schools have only been able to grant a leave of absence during term time in exceptional circumstances.

Some of these circumstance may include:

- Death of a parent / carer or sibling of the pupil
- Critical illness of a parent / carer or sibling of the pupil
- Leave for armed forces personnel who are prevented by operational duties to take leave at any other time
- Parent / carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Please fill out a leave of absence request form from the office. Each request will be assessed on a case by case basis and granted at the Head teacher's discretion.

There are **190** school days in a year, this leaves **175** days free to take holiday, visit family and attend non-urgent medical appointments. Please consider whether your request for leave is exceptional.

If your request is not granted and you choose to take your child out of school, this may lead to a fine being issued. A Penalty Notice is **£60** per child, per parent. This means that if two parents take their two children on holiday in term time, a fine of **£240** could be issued.

Authorised or Unauthorised?

Absence can either be authorised or unauthorised. If it is authorised then the school has given permission for the absence and if it is unauthorised then they have not.

Some examples of absences which are likely to be unauthorised:

- Sickness of a parent / carer / other family member
- Problems with transport
- Non urgent medical treatment
- Family holiday
- Days off for birthdays / shopping trips

etc. If you are unsure then please contact the office.

Contact Information

If your child cannot attend school due to illness, please contact us before **8:45am** on the day your child is absent using the Attendance Line. If we do not receive a phone call and cannot locate you we could do a home visit and also contact the police.

01225 872185

If you have any questions or concerns about attendance, please contact the school office.



Saltford
CofE Primary School

Attendance Guide

Kindness, Honesty and Respect

Headteacher: Dawn Sage

01225 872185 contactus@saltfordschool.org.uk

www.saltfordschool.org.uk

Attendance matters

There is a strong and proven link between pupil attendance and academic achievement, As such, attendance at Saltford Primary School is a high priority. As a parent / carer you are responsible for ensuring that your child attends school regularly and punctually.

Our school registers are taken at 8:50am. If your child arrives after this time they will receive a late mark. If your child arrives after 9:00am, they will be marked as an unauthorised absence for the morning.

We want all children to have a positive experience of school and be able to reach their full potential. One way in which you can help your child to achieve this is by ensuring they attend school every day.

If we have concerns due to low attendance or a lack of reasons / medical evidence for absence, we may contact you to discuss this or invite you in for a meeting.

As a school we are here to support you. We understand the difficulties some parents / carers can face and wish to work with you. Please share any concerns you may have with us and we will do our best to help.



At Saltford Primary School we use an attendance diamond to assess attendance.

In order to provide children with the best chance of academic success, our school target is **98%**.

Once a child's attendance falls below **96%**, they are at serious risk of under achievement. (This is equal to 9 days absence across a school year.)

Illness Guide

If you are unsure whether to send your child to school then please call the office.

For further guidance please visit www.nhs.uk

If your child will be absent from school due to sickness, you must inform the office by **8:45am**.

Where an absence isn't reported you will be contacted for a reason for the absence. If a reason is not provided this will be classed as unauthorised. If your child is frequently absent from school due to sickness, we may ask you to provide medical evidence before we can authorise any more absences. This does not mean that we do not believe you or your child but we have a responsibility to ensure that your child attends school as much as possible and provide extra support where needed.

Attendance during one school year	Equals days absence	Which is lessons missed
95%	9 days	40 lessons
90%	19 days	80 lessons
85%	29 days	120 lessons
80%	38 days	160 lessons
75%	48 days	200 lessons
70%	57 days	230 lessons
65%	67 days	270 lessons