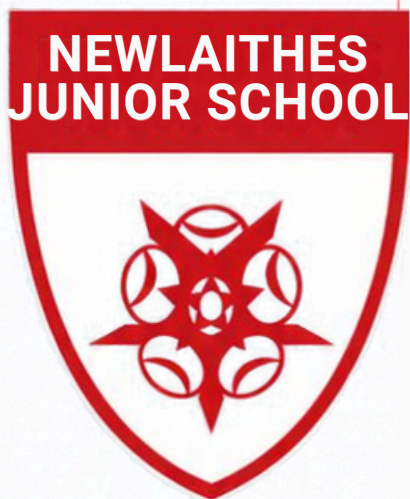




Attendance Matters

A guide for parents and carers

Every day in school helps your child learn, belong and thrive.



Why is school attendance important?

Good attendance supports your child's learning and progress. It helps build routines, friendships and confidence, and supports their wellbeing. When children attend regularly, they feel part of the school community and don't miss out on important learning. Missing lessons can create gaps in learning that are harder to catch up on.



Why being on time matters

Starting the day on time helps your child feel settled and ready to learn. Late arrivals can feel unsettling and may mean children miss important information and activities.



Being 10 minutes late each day adds up to two weeks of lost learning time over the whole school year.

What does the law say?



Schools must record attendance and reasons for absence.



Only the headteacher can officially authorise absence.



Parents and carers must ensure regular attendance.



By law, unauthorised absences may lead to a **fixed penalty notice or legal action.**

What are the different types of absence?



Authorised absence



Illness.



NHS advice for infectious illnesses.



Emergency medical or dental appointments.



Recent death of a close family member.



Religious observance where conditions are met.



Unauthorised absence



Looking after a younger sibling.



Birthday celebrations.



Family holidays unless exceptional circumstances.



Oversleeping.



Shopping trips or days out.



Waiting for a delivery.



NEWLAITHES
JUNIOR SCHOOL

How occasional absence adds up



Attendance	Days absent	Time missed
 98% attendance	4 days absent	Less than 1 week
 95% attendance	9.5 days absent	Nearly 2 weeks
 90% attendance	19 days absent	Nearly 4 weeks
 85% attendance	28.5 days absent	Nearly 6 weeks



A pupil with 85% attendance is missing nearly half a term of learning time each school year.



What about **medical** appointments?

Non-emergency appointments should be arranged outside school hours where possible.



Why won't the school usually **authorise a family holiday?**

Term-time leave can only be authorised for exceptional circumstances. Families should plan holidays during school holidays.



**NEWLAITHES
JUNIOR SCHOOL**

Getting support with attendance



What is school refusal?

School refusal can be linked to anxiety, worries about leaving home, friendship or academic problems.

Parents should tell the school immediately so a plan can be put in place.



How do I request an absence in advance?

Planned absence requests should be made through the school office using the absence or holiday request form, as early as possible.

Families should not make plans until the outcome is known.



How do I report an unplanned absence to the school?

Unexpected absences should be reported by phoning the school office by 9.40am or as soon as the parent or carer knows the child will be absent.

Unexplained absences will be recorded as unauthorised.



**NEWLAITHES
JUNIOR SCHOOL**

Who should I contact?

Please contact Mr Sanchez, our attendance officer, or Mr Clark, our headteacher, if you have questions or concerns about your child's attendance.

The full attendance policy can be found on the Newlaithes Junior School website.