

## Attendance and Punctuality in Scotts Park Primary School

### Important Information for all parents

Children are expected to attend school for at least 96%.

- ❖ Attendance of 96% is regarded as good by Ofsted
- ❖ Attendance below 96% is a cause for concern and needs improvement.
- ❖ Children with attendance below 90% are regarded as Persistent absentees and referred immediately to the Education Welfare Team which may lead to a fine being issued.

Every day at school is precious

Missing school = missing out

Make the most of your child's education – bring her/him to school **every day** on time.

#### Patterns of absence

If you child has:

- 3 or more 'odd days' absence in any one half term and/or
- 3 or more episodes of illness in any one term and /or
- Taken absence on the same days each week (e.g. Mondays or Fridays) and/or
- Arrived after 9.30 a.m. more than once and /or Attendance is below 96%

A meeting will be sought to discuss ways to improve and a referral to Education Welfare service will be considered.

#### Absences adjacent to a holiday

Should your child be absent for any reason either immediately before or after a school holiday or other enforced closure (such as when the school is closed for Polling Day) you **MUST** provide evidence to support the absence. Where no evidence is provided, the absence will remain unauthorised and a fixed penalty notice may be issued.

#### Exceptional or Special Leave

Children may have one day's absence for each religious observance. In other EMERGENCY, EXCEPTIONAL or SPECIAL circumstances, parents or carers **MUST** make a request to the Head of School for short periods of leave. Evidence is essential in order to support an application.

#### NO permission for absence for a holiday

Permission for absence for a holiday, for travelling to or visit relatives will **NOT** be given under any circumstances. Families who do take holidays in term time will be issued with a fixed penalty notice.