

How school will help

When a pupil is absent from school, this will be classified as either 'authorised' or 'unauthorised'.

Did you know?

From September 2023, schools have to inform Hampshire County Council when child has 15 days 'ill'

1 school day = 2 sessions (am and pm)

Fines can be issued for 10 unauthorised sessions within a 100 session period i.e. 5 days in a 10 week period.

Persistent lateness can be marked as unauthorised and count towards the legal threshold being met.

Subsequent holidays are referred straight to Legal Intervention Team and can result in a fine of £1000 per child and/or go to court.

Key Times & Information

School Day starts	8.45am
Classroom doors close	9.00am
Arriving after 9.00am	Sign in at the school office
School Day Ends	3:20pm

How can parents help:

- encourage good attendance by making sure your child attends school regularly
- take an interest in your child's school work
- report any absences to the school office (by 9am) and keep us updated throughout the absence period
- avoid collecting children early from school unless it is for an exceptional circumstance
- only request leave of absence if it is for an exceptional circumstance and discuss these well in advance

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ATTENDANCE: WHAT PARENTS & CARERS NEED TO KNOW



Every Day Counts



What does the law say?

Once you have registered your child at a school, you are **legally responsible** for ensuring your child attends school regularly. If you fail to do this, legal action can be taken against you by Hampshire County Council such as issuing a penalty notice or fine, or being taken to court.



Did you know it is a legal offence to fail to ensure your child attends school regularly?

What the government says...

New government guidelines state attendance of 90% or less is **'persistent absence'**. The government expects that, in order to reach a child's full potential, they must attend school for a minimum of 95% of the year.

90% might not sound too bad but:

90% = 1/2 day off each week per year

90% = 1 month off school per year

90% = 1 whole school year in career

Can my child ever be absent?

When a pupil is absent from school, this will be classified as either 'authorised' or 'unauthorised'.

Authorised absence

The headteacher decides which absences are authorised. Authorised absences are only permitted for valid reasons, for example:

- illness
- religious observances
- family bereavement
- medical or dental appointments

What are unauthorised absences?

Unauthorised absences are those which the school does not consider essential or reasonable, such as:

- unexplained absences
- oversleeping
- problems with uniform
- birthdays/holidays
- arriving at school after the registers close at 9.10am
- illness of parent or family member
- transport issues

Illness Guidance

Being ill may prevent your child from coming to school but, if they can get out of bed and play, they should be in school. Coughs and sneezes are not often a reason to miss school and feeling tired is not an illness.



Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

Recent changes to Hampshire guidelines require schools to notify the local authority when a child has 15 days absence through illness. If your child's attendance falls below 90% due to illness, we may ask you to provide proof of appointments in order to authorise absences.

Leave of Absence during term time

The Department for Education made changes regarding Leave of Absence during term time and it is very clear:

Leave of absence is not permitted during term time unless there are 'exceptional circumstances.'

Taking a Leave of Absence without prior discussion or consent will result in an unauthorised absence.

Family holidays will very rarely be considered as 'exceptional circumstances'. Our attendance policy highlights these exceptions.