

Most childhood sickness that prevents school attendance will be classed as authorised absence. However, if your child is frequently absent from school due to sickness, the school can ask that you provide medical evidence or they may have to stop authorising the absences. This does not mean that the school do not believe you or your child, but that they want to do the best for you by ensuring your child can attend school as much as possible, providing extra support such as accessing the school nursing team if needed.

As a parent you can help keep your child's level of absence down by sending them into school every day and arriving **on time**. At St Richards the school day starts at 8.55am. Pupils arriving after the register has been taken will be asked to sign in the monitor and be marked on the registers as 'Late'. Pupils arriving any time after 9.25am will be marked as an '**Unauthorised**' half a day's absence, this could lead to a fine being issued.

Help support your child and your school by keeping absence rates down. Children who are frequently absent or late are usually those who fall behind and find it hard to keep friendships, which can lead to being unhappy in school.



Head teachers only grant a leave of absence for exceptional circumstances. As a rule of thumb a family holiday or travelling abroad is not considered to be an exceptional reason.

There are 38 weeks in the year when schools are open, and 14 weeks (175 days) when families can visit family overseas, go on holiday, travel, take educational trips, attend non urgent medical appointments.....So is your request for leave exceptional?

Reduce absence due to medical reasons by making non-urgent medical appointments for your child outside of school hours. Always let your child's school know the type of illness your child has that prevents them attending at the start of the school day. They will guide you as to whether your child needs to be absent from school all day and when they should be expected to return.

ST Richards VC Academy Tel: 781928

[www.st-richards.co.uk](http://www.st-richards.co.uk)

Attendance Policy available on request/school website

Should my child go to school today?

**MISSING  
(SCHOOL)=  
MISSING  
OUT**

## Attendance Matters



Attend Today, Achieve Tomorrow



St Richard's VC Academy

Helping your child to make the most of school

**Good School attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child.**

**Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school but helps them to keep and sustain friendships and enjoy the school environment.**

**For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.**

**Your child's school is there to support you, they understand the difficulties some parents can face and will work with you.**

**Trust the experience of the class teacher or contact **Mrs Griffin** and share any concerns you may have.**

**Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!**

**Remember children can be tired when coming out of school, so a short chat over a snack may produce a better result than a long list of questions.**

**At St Richard's VC Academy School** we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their child to do this is by ensuring they attend school every day.



**As the parent** you are responsible for ensuring that once your child is registered at a school that they attend regularly and punctually. Starting good habits earlier on is much easier than trying to change poor attendance habits, battling with your child to attend school and struggling to get out of the door on time. Be organised, have a plan, be consistent and involve your child.

School absence falls into one of two categories; Authorised, those which schools can give you permission for and Unauthorised, those which they will not.



Examples of absences which the school is unlikely to authorise can include:

- Sickness of a parent, or other family member
- Inadequate clothing for school
- Child being used as a carer
- Problems with transport /missed bus
- Non urgent medical treatment
- School refusal or truancy
- Days off for birthdays, shopping trips family holiday, haircuts

**The school operates a First Day Absence policy. We expect you to inform the school asap on the first day.**

Parents/carers will be contacted by Miss Gawthorpe using the text service 'Teachers 2 Parents' by 9.30 am whenever a child is absent. The text messages requests that the parent/carer contacts the school at their earliest convenience to provide an explanation as to why their child is not in school. If no response is received by lunchtime on the same day, the admin team contact the parent by telephone.

**Should we receive no notification from parents Miss Gawthorpe will visit the family home on the second day of absence & may contact other relatives. In certain circumstances we may involve social care as a safeguarding concern**