



LEADING THE WAY
FOR GENERATIONS



Attendance Policy | 2021/2022

Essential Information for Parents

Attendance Officer: Mr Lee Elsdon

Telephone Number:

Lee Elsdon started East Stanley School in November 2021 as an attendance officer. Lee's role is to monitor your child's attendance and lateness, and to support you where required. Communication is imperative. If school is not aware of the reason why your child is absent, Lee will be in contact with you to find out the reasons why. This may include making home visits. Please remember to get in touch with school if you require support and we will do our best to help.

The Law

It is a criminal offence to keep your child from attending school unless they have a genuine illness, or you have had advanced permission from the Head Teacher. Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you;

- a Parenting Order
- An Education Supervision Order
- A School Attendance Order
- A fine (a Fixed Penalty Notice up to a maximum of £2500)
- A jail sentence of up to 3 months

If Your Child Is Absent You Must:

Contact school on each day of absence and provide reasons for absence.

Keep school informed on a regular basis if your child is absent for a long period.

Follow Coronavirus procedures – to ensure students, staff and our school community can stay safe.

Failure to do these things may result in your child's absences being unauthorised

Lateness

If your child arrives at school after the register is taken at 9.00am, this will be recorded as late. Those parents whose children are persistently late may be subject to a Fixed Penalty Notice which applies to both parents. As a school, we will inform you at the earliest opportunity when your child's attendance or punctuality becomes a concern.

Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.

Medical Appointments

If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary..

If your child is well enough to go back to school following the appointment they should do so.

Holidays / Leave of Absence

Please request an **application form** from school. Consider quarantine requirements and FCO advice when booking travel. Unauthorised leave may result in a Fixed Penalty Notice (fine) or court prosecution.

Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence.

Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for enforcement Action.



Please remember to contact us if your address or contact or emergency contact details change!