

Illogan School

Attendance Guide for Parents/Carers

As a school we have to reach an overall attendance of 96% in line with the national average. We are there to support and help you to improve your child's attendance. This then enables your child to achieve and reach their full potential academically.

When does my child need to be in school?

The school doors open at 8.50 am and your child should be in school in sufficient time to be ready to join their class for the start of the day. The registers are taken at 9.00am.

What should I do if my child is late?

The doors to the school are closed at 9.00am. Pupils arriving after this time should report to the reception area, where they will need to be signed in by a parent/carer.

Repeated late attendance may lead to a referral to the EWO (Educational Welfare Officer).

What should I do if I need to pick up my child early?

Wherever possible, please inform the school in advance and in some circumstances you might be asked to provide evidence of appointments/times. Any early collection needs to be authorised by the school.

How do I contact the school if my child is going to be absent?

We expect parents/carers to contact the school on the first day of an absence. We have an absence line for this purpose. We will contact you if your child is absent and has not arrived in school by 9.30am. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

Repeated, unauthorised absences will lead to an attendance surgery with the Headteacher and if the situation does not improve this will lead to a referral to the EWO.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointments - please make routine appointments after school or during the holidays.
- Family bereavement
- Day of religious observance
- Authorised absence due to exceptional circumstances

Except in the case of illness, you should ask permission for your child to miss school **well in advance** giving full details. In regard to dental/medical appointments, please ensure that your child only takes the time off required (including travelling time).

In cases of recurring absence through illness, you may be asked to produce a medical certificate or proof of attendance at your GP.

What is unacceptable?

Illogan School will not authorise any absence other than those in exceptional circumstances. Family holidays, day trips, shopping trips or birthdays are not classed as exceptional.

Can we take family holidays during term-time?

Family holidays should be taken during school holidays.

The Government does not support parents taking children out of school unless the school agrees this is appropriate under 'exceptional circumstances'. Any request for leave should be made in writing; using the school's absence request form, stating the reason why the holiday is necessary during term time. A cheaper holiday is not acceptable as an exceptional circumstance.

The Headteacher has the right to refuse permission.

Illogan School recognises that it is important for children to keep in contact with extended family members. Absences for this reason will be considered on an individual basis.

We would strongly recommend that absences do not take place during your child's SATs. If the Headteacher approves the absence, the school will set work for your child to complete while away.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher immediately and discuss your worries. It is important to us that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.