

# Battledown Centre for Children and Families

SAND  
ACADEMIES TRUST



## SCHOOL ATTENDANCE

### INFORMATION FOR PARENTS & CARERS



Attendance  
Matters

Every student. Every day.

At Battledown, we expect all children to attend every day as long as they are fit and healthy enough to do so. If your child is not well enough to attend, we expect the parent/carer to contact the school office as soon as possible giving a specific reason for absence.

We have a duty of care for safeguarding your child. We will therefore make daily contact with you if we do not receive a call to ensure we know your child is safe. If we are unable to make contact with you, your child's absence will be recorded as unauthorised, which will negatively impact on their overall attendance.

**Ring 01242 525472**

**Give your full name, your child's name, class and the reason for absence.**

We understand that there can be tricky times and we offer our full support with any issues.

**Keeping us in the loop is key.**

**What the law says:** As a parent, ensuring your child's regular attendance at school is your legal responsibility. Permitting absence from school without a good reason is an offence and may result in a referral to the Education Welfare Service, the issuing of penalty notices and fines, and eventually prosecution.

**What the government says:** New government guidelines state that attendance figures of 90% or less are classed as a "persistent absence", whilst 50% or less is a "severe absentee". Please be aware that we may be required to ask for proof of absence (e.g. a doctor's note or an appointment letter) by the Local Authority.

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.

At Battledown, we will inform you of your child's attendance at his/her EHCP annual review. We will contact you if we feel that your child's attendance needs to improve, and discuss with you how we can support this, if needed.

### Illness Guidance

Being unwell may prevent your child from coming to school, but it is important that you contact school **before 9am** on the morning of absence, explaining why your child cannot attend.

We cannot accept messages from bus / taxi drivers or escorts. It is **your** responsibility to let the transport team know if your child is not in school, or if they are sent home unwell during the school day.

### Leave of Absence

The Department for Education have made changes regarding a leave of absence during term time. This is not permitted unless "exceptional circumstances".

It is the Headteacher's responsibility to decide whether or not an absence can be authorised.

An absence request form is available to download on our website.

### Arrival Times

**9.15am: Taxis / 9.25am: Parents**

**9.45am/1.30pm: Registers Close**

### Did you know?

Attending 4½ days a week = **4 weeks** of missed learning per year.

Attending 4 days a week = **8 weeks** of missed learning per year or **2 full years** over the course of your child's school life.

**Every minute counts too!**

5 minutes late every day = **3 days** of missed learning per year.

We will do everything we can to make attending school as simple as possible, whilst ensuring your child is happy and reaches their full potential.