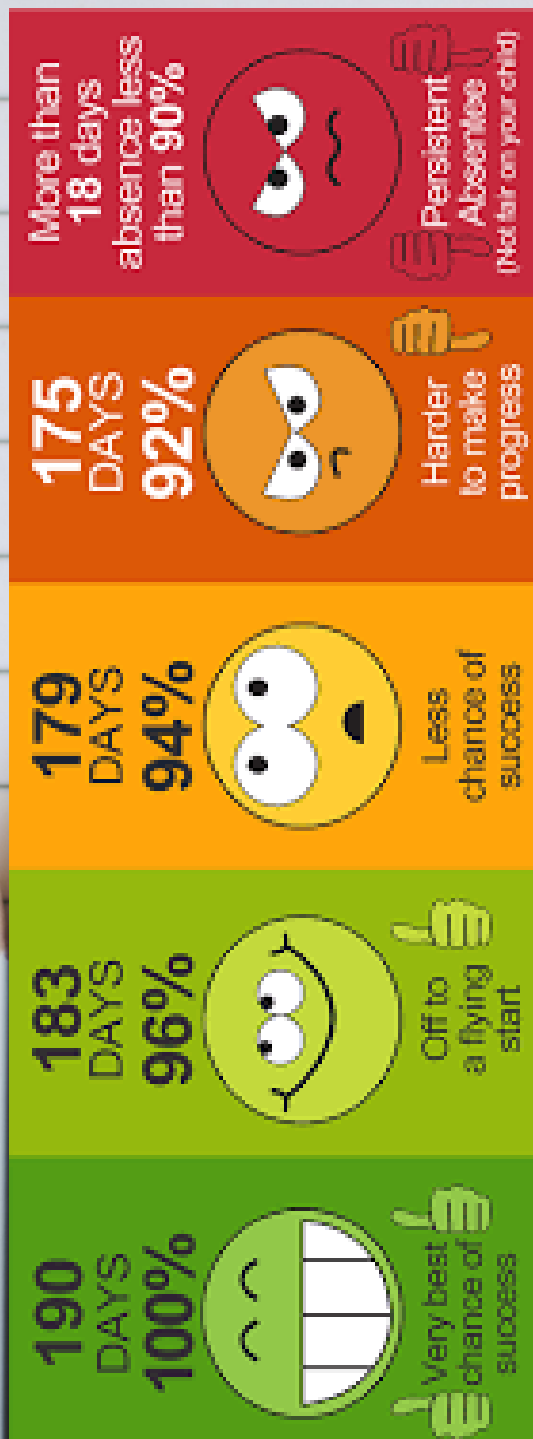


There are 190 days in a school year, which leaves 175 days to spend on whatever you choose.



Officers from Kent County Council's Kent PRU & Attendance Service (KPAS) work closely with families, schools, and other services to promote the regular attendance of children at school.

[www.kent.gov.uk/education-and-children/schools/school-attendance](http://www.kent.gov.uk/education-and-children/schools/school-attendance)

# POSITIVE ATTENDANCE FOR ALL

## School Attendance: *A Guide for Parents & Carers*



# YOUR RESPONSIBILITY

**You have a legal duty to ensure your child receives a regular education at school or otherwise, which will help give them the best possible chance of success in life.**

If your child is of compulsory school age and registered at a school, but absent without good reason, the school may choose to unauthorise any of those days. This could result in the council taking action against you for each child absent, including:

- ⇒ **A fine (known as a penalty notice)\***
- ⇒ **Attendance Prosecution through the Magistrates Courts which could lead to a fine of up to £1,000 or a parenting order being issued.**
- ⇒ **An Education Supervision Order (ESO) through the Family Courts.**

\*Your child's school may apply for the council to issue a penalty notice to you if:

- ⇒ Your child goes on holiday without the headteacher's permission.
- ⇒ Your child is absent without a suitable explanation, or none is provided or arrives late after the time the register closes.

\*You may receive a penalty of **£160** for each child's absence if paid within **28 days**, and reduced to **£80** if paid within **21 days**. However, if a second penalty is issued in a 3 year rolling period the fine is **£160** with no option to pay the reduced rate. A third penalty cannot be issued in the 3 year period and therefore you may face prosecution in the Magistrates Court which could result in a maximum fine of **£1,000**.

# ATTENDANCE MATTERS

## Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat).

If you are unsure how long your child should be absent with an illness speak with your child's school, GP or pharmacist for advice.

## Medical Appointments

All routine appointments should be booked outside school hours. Your child's school may request sight of 'medical evidence' (e.g. copy of a prescription, medicine packaging with a label or appointment card). If you are unable to do so the school might unauthorise the absence.

## Reporting Absences

It is *your* responsibility to notify school if your child will be absent and should do this every day until they return. If you do not respond or school has other concerns then staff may decide to visit your home in line with its safeguarding policy to check you and your child are ok.

## Absence during Term Time

Your child must not be absent from school:

- For day trips / birthdays / holidays
- If weather is bad or are running late
- To care for other family members
- Due to the illness of a parent or sibling

The school will likely authorise an absence only in very exceptional circumstances, such as in the event of a family emergency.

# EVERY DAY COUNTS

## Persistent and Severe Absence

Any child with attendance of 90% or below (regardless of the reason for any absences) is considered to be a persistent absentee by the government. This equates to 2 days off school each month. **Do you know what your child's attendance percentage is?** Any child with attendance of 50% or below is classed as a **severe absentee**.

If your child is persistently or severely absent the school may arrange a meeting with you to find out what is causing this and what is needed make things better. This may result in the creation of a formal **attendance contract** or referrals to services such as **Early Help**.

## Punctuality

Arriving late to school is unsettling for your child and can be disruptive to their teacher and other children. It is important your child arrives on time.

If your child arrives late this will be marked as so on the register. If your child arrives very late, this may be logged as unauthorised absence, even if they are in school. Be sure you know the times the school marks pupils as late.

Minutes late per day	Equals days worth of teaching lost per year
5 minutes	3.4 days
10 minutes	6.9 days
15 minutes	10.3 days
20 minutes	13.8 days

