



Attendance what you need to...



Illness

You should phone every day of your child's absence, even if you have called in the day before. This is for safeguarding reasons.

Absence phone calls should be made before 8:30am on the day of absence.

The majority of childhood illnesses can be dealt with by over the counter medicine which will enable your child to attend school that same day.

Giving specifics of the illness will help the school to decide if an absence can be authorised or not, e.g. stating your child is "sick" without further details will likely result in the absence being unauthorised.

If your child is absent for more than 3 days medical evidence is required –dated prescription, doctors note or a doctors letter can be accepted.

We expect your child to be seen by a medical professional if they are ill for 3 days or more. Home visits may be conducted by the school during any period of absence.

Medical Appointments

Medical appointments within school time also affect your child's attendance. All medical appointments should be made outside of school hours where possible.

Dentist, doctors, hospital, opticians, orthodontists, etc.

For appointments that have to be made during school hours – evidence is required in the form of appointment card or a letter from a medical professional.

Evidence of medical appointments should be provided to front office staff prior to the appointment to support them to allow your child to leave on time and ensure the safety of your child.

Medical appointments are only for part of the day. The school expects your child to come to school before and after the appointment, otherwise this will be marked as unauthorised.

Exceptional Circumstances

Every application for a leave of absence must be submitted in writing at least two weeks prior to the leave taking place. The Head Teacher will review the request. If your child takes an unauthorised leave of absence (e.g., holiday) from school, you will automatically be issued with a fixed penalty notice.

Once a request has been made, the Head Teacher will review all requests and make a decision if the absence is approved or not. It is the policy of Comber Grove Primary School not to authorise holidays during term time.

The Legal Stuff...

Under the terms of the Education Act 1996, it is the responsibility of parents/carers to ensure that their child attends school regularly and punctually. Failure to do so may lead to legal proceedings being taken against you by the Local Authority.

Alternatively, the school may request that the Local Authority issues a penalty notice for £60 per parent per child to be paid within 21 days. If the penalty is not paid within the time scale, the penalty will increase to £120. If the higher penalty is not paid within 28 days, you may be prosecuted.

Attendance Information Sheet

At Comber Grove Primary School, we believe that every child needs to receive the best possible education. Good attendance ensures that your child can make the most of their education and that they achieve to the best of their ability.

The links between attendance and achievement are clear. School gives your child a wide range of experiences in the form of lessons, educational trips and enrichment clubs. The more your child is in school, the more opportunities they will experience and in turn have the ability to reach their potential and have high aspirations for their future.

<p>97%-100%</p>	<p>Education missed.... 99% = 1 day (5 lessons) 98% = 3 days (15 lessons) 97% = 1 week (25 lessons)</p>	<p>Excellent attendance! Your child will almost certainly be achieving and maximising on all the opportunities that school is offering</p>	<p>Well Done! Comber Grove Primary School will expect you to keep up the good work</p>
<p>95%-96.9%</p>	<p>Education missed.... 96% = 1.5 weeks (35 lessons)</p>	<p>Your child is likely to be achieving to the best of their ability</p>	<p>Comber Grove Primary School will expect attendance to improve further to ensure your child's fullest potential is reached</p>
<p>93%-94.9%</p>	<p>Education missed.... 94% = 2 weeks (50 lessons) 93% = 2.5 weeks (65 lessons)</p>	<p>Your child is likely to achieve in most areas of their learning. Children who take a 2-week holiday every year cannot achieve above 95% attendance</p>	<p>Comber Grove Primary School will expect attendance to improve over the rest of the academic year. Parents will be informed of decline in attendance and support can be offered</p>
<p>90%-92.9%</p>	<p>Education missed.... 92% = 3 weeks (75 lessons) 90% = 3.5 weeks (90 lessons)</p>	<p>Your child is missing important lessons which is impacting their ability to reach their potential and future</p>	<p>Comber Grove Primary School expects to see a significant improvement. Parents will be informed of any further decline in attendance and a meeting may be arranged between the family liaison worker and the Local Authority Attendance lead to discuss supportive ways of improving attendance</p>
<p>0%-89.9%</p>	<p>Education missed.... 80% is the same as having a day off EVERY week</p>	<p>Your child is missing AT LEAST a month of school per year. The government classifies children in this group as 'Persistent Absentees' and it will be almost impossible for them to keep up with learning</p>	<p>Your child is missing AT LEAST a month of school per year. The government classifies children in this group as 'Persistent Absentees' and it will be almost impossible for them to keep up with learning</p>