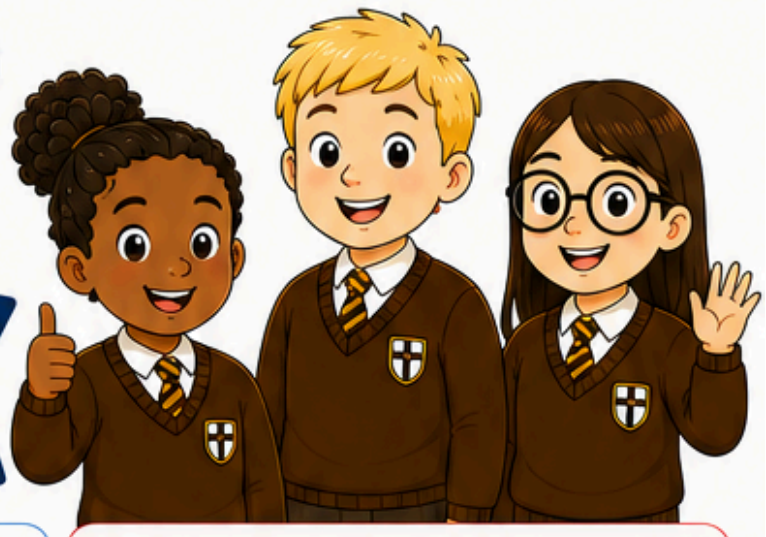
ENDSLEIGH HOLY CHILD RC ACADEMY

ATTENDANCE GUIDE FOR PARENTS

Good attendance today, brighter futures tomorrow.



1 REPORTING ABSENCE

Parents/carers must contact the school before 8:00am on the first day of absence.

You should give:

- Your child's full name
- Class
- The specific reason for absence

If your child remains absent, the school expects daily updates unless a longer exclusion period has already been agreed.

2 AUTHORISED ABSENCE

The school may authorise absence for:

- Genuine illness or injury
- Medical or dental appointments (evidence required)
- Family bereavement
- Religious observance
- Exceptional circumstances agreed by the school

Medical evidence may be requested for repeated or long absences.

3 UNAUTHORISED ABSENCE

Absence will usually be unauthorised for:

- Holidays during term time
- Birthdays or special occasions
- Looking after siblings
- Minor illnesses such as headaches, sore throats, or common colds without evidence
- Absence without explanation

4 HOLIDAYS DURING TERM TIME

- Holidays in term time are not normally authorised.
- Requests must be made in writing before booking.
- Unauthorised holidays may lead to fines.

5 ATTENDANCE EXPECTATIONS

- Attendance below 90% is classed as Persistent Absence (PA).
- Attendance below 50% is classed as Extreme Persistent Absence (PAX).
- The school will monitor attendance closely and may arrange meetings or support plans if attendance becomes a concern.

Where concerns remain following continued absence, safeguarding welfare checks may be carried out from Day 3 onwards by a member of school staff, including home visits where appropriate.

6 LEGAL ACTION AND FINES

Parents have a legal duty to ensure regular school attendance.

Penalty notices may be issued when there are:

- 10 sessions of unauthorised absence within 10 school weeks
- Unauthorised term-time holidays
- Persistent lateness after registers close

FROM SEPTEMBER 2024:

First fine: £160 per parent per child (reduced to £80 if paid quickly)

Second fine: £160 per parent per child

Further offences may result in court action and fines up to £2,500

7 PUNCTUALITY

- Learning starts from 8.40am
- Gates close at 8.50am
- Arrivals after 9:20am are recorded as an unauthorised absence for the morning session unless there is a valid reason.

8 SAFEGUARDING

If a child is absent without explanation:

- The school will contact parents/carers
- Text messages may be sent
- Home visits may be carried out if concerns remain

The school treats unexplained absence as a safeguarding matter.

Where concerns remain following continued absence, safeguarding welfare checks may be carried out from Day 3 onwards by a member of school staff, including home visits where appropriate.

9 MEDICAL APPOINTMENTS

Please arrange appointments outside school hours where possible. If unavoidable:

- Provide evidence of the appointment
- Children should attend school before and after the appointment whenever possible

10 SUPPORT FOR CHILDREN WITH HEALTH NEEDS

Where children cannot attend school due to health needs, the school and local authority will work together to provide suitable education and support reintegration back into school.

If you are ever unsure or need any support, please contact the school. We are here to help you and your child.

Information taken from NHS www.nhs.uk/live-well/is-my-child-too-ill-for-school