

## THE LAW

Children are legally required to attend school 190 days a year.

As a parent, you must ensure your child gets a full time education.

Children with high attendance scores improve socially, emotionally and academically.

You must request a **Leave of Absence** if you plan to take your child out of school. This may be authorised depending on the circumstances and your child's attendance score.

If your child is sick on a school day, you need to ring the office first thing in the morning.

Unacceptable reasons to keep a child out of school would include holidays, birthdays, as well as absences relating to a parent's standard appointments or commitments.

## HELPING YOU UNDERSTAND ATTENDANCE SCORES

**100% Attendance**  
**0 days missed**  
**Excellent!**

**95% Attendance**  
**1 week and 4 days of Learning**  
**Missed!**  
**Satisfactory**

**90% Attendance**  
**3 weeks and 4 days of Learning**  
**Missed!**  
**Poor**

**The school standard is 97%**

**For some parents, 90% may seem like an acceptable level of attendance. At this rate, your child is actually missing half a day of school in a week and nearly a full month's education in a year. If a child's attendance score falls below 90% we are required to contact the local authorities. You could end up with a £2,500 fine or even face imprisonment.**

# ATTENDANCE MANUAL





## Leave of Absence

Camden runs a strict attendance policy and the head teacher is only able to grant authorisation for exceptional circumstances.

### **You are legally required to request permission.**

You can ask for a Leave of Absence form at the office. Please make sure to request the absence as far in advance as possible. Last minute requests for longer absence will not be accepted. Where authorisation is given, you are expected to return your child on the date specified otherwise they could be taken off the school's roll or you could be fined up to £120 per child.

## EVERY SCHOOL DAY MATTERS!

**The gate closes at 8:55am.** If you are late, you will need to go through the school office where you will be asked to sign the late book. Please do not follow your child in to class. This can be very disruptive.

## AUTHORISED ABSENCES:

### Medical Appointments

**Try to arrange these in the holidays or out of school hours if you can.**

If your child needs to visit the doctor or the dentist during school hours, it is important to let the office know about it as far in advance as possible. You must bring a copy of the invitation.

### Sickness

You must ring the office in the morning to report your child's absence if they are sick. You need to do this for every new school day, even if you already reported the sickness on the previous day.

## LEGAL PROCEDURE

The school checks the attendance of all children. The best attendance is awarded to the winning year group on Fridays in assembly.

### ATTENDANCE CONCERN

If attendance falls below 95% school will monitor for improvement.

### ATTENDANCE WARNING

If attendance falls between 91%-94%. You will be invited to discuss the matter with the Head Teacher.

### REPORTING POOR ATTENDANCE

If attendance falls below 90% we are required to report it to the Education Welfare Officer. You will be sent an official warning and an invitation to discuss strict measures for improvement.

### OFFICIAL REFERRAL

If no improvement has been made following the above, a formal referral will be made with a possible fine of up to £2,500 and court proceedings.