

**West Wivelshire Federation**  
**Polruan CP School**  
**Attendance at School**

In striving to enable each child to reach their full potential, all schools in the Looe Learning Forum have met to agree a shared aim to improve the attendance of children at our schools. We aim to promote the importance to both children and parents of the need for maximum attendance and punctuality.

**We ask that families and carers consider the following:**

**If your child's attendance drops below 95% they are missing more than two weeks of schooling.**

*If children are away from school for one week they will miss approximately;*



**Five hours of maths**



**five hours of literacy**

**Ten hours of science, religious education, music, art, physical education, geography, history, design and technology and information technology.**

***If your child has a holiday of two weeks during term time and has a one week period of sickness in one school year they will miss;***

***15 hours of literacy, 15 hours of maths, 30 hours of learning other subjects!***



**Also a child feels as if;**

***'I've missed out'***

***'How can I catch up?'***

***'My friends won't want me to join in when I'm back'***

**Authorising Absence in all our schools :**

**Absence from school will be authorised if it is for the following reasons:**

- Sickness
- Unavoidable medical / dental appointments
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents

**Absence from school will not be authorised for:**

- For any type of shopping
- Looking after brothers, sisters or unwell parents (an exception may be made for a disabled parent)
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives

*Parents should not expect, as a right that the school will agree to family holidays or authorised absence in term time. Each application will be considered on its merits.*

A parent/carer must complete in advance an **Absence Request Form (see attached)** from the school office or school website when asking for absence to be authorised. This includes any medical appointments (unless emergency appointments). Such absences from school are discouraged; however in exceptional circumstances the Headteacher may give permission for a child to be out of school. When the absence request form is returned to you, please read it carefully, as it will contain further action and information. Where an absence request is not made in advance (other than illness and urgent issues such as bereavement) the absence will be recorded as unauthorised.

**School will always put the education of the child first when deciding whether or not to authorise an absence.** In doing so, school will also take into account the child's age, stage of education, internal assessment weeks and educational progress when making a decision. It is not the school's decision to fine parents for unauthorised absences, but is at the discretion of Cornwall's Educational Social Welfare Service.

The school will not authorise any requests for holidays:

- If your child has an attendance level **below 95%** calculated over the previous twelve months.
- In the **first two weeks of the school year** (this is a crucial time when all children should be settling in to their new classroom routines and missing this time is detrimental to forming new relationships and routines in a new class)
- **For any time in May before or during assessments such as SATs** (this is a time when it is important that all Year 6 children are in school as it is a week of examinations organised by the Department for Children, Schools and Families and these tests cannot be taken at any other time).



### Arriving late into school

School **starts** at 8:55am for all of our pupils; (doors are open from 8:40am) if your child arrives into school late this is recorded. If your child arrives after the register closes then this becomes an unauthorised absence. The Local Authorities Educational Welfare Officer monitors unauthorised absences and late marks.

### Fines for unauthorised absence

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a penalty of £60 if paid within 28 days. Failure to pay the penalty notice may result in a prosecution for non attendance in the magistrates' court.

Local Education Officers make termly visits to schools to review individual attendance figures and will visit families where children's attendance is low or there is persistent absence.

We appreciate parents and carers support in ensuring your child attends school every day and has full access to their educational entitlement.

