

# Attendance Matters at St Ambrose

## Get your child to school EVERY DAY

There is a link between good school attendance and high level attainment.

Regardless of the reason, if your child is absent from school it will impact on their learning.

Parents/carers are legally responsible for ensuring their child attends school on time every day.

## Medical Appointments



Where possible all appointments should be booked outside of school hours. Where this is not possible the amount of time off school should be kept to a minimum and your child should return to school as soon as the appointment is completed. School may not authorise time off school if evidence of the appointment is not provided.

## Too ill for school?



Children can attend school with minor ailments such as stomach ache, toothache, a cold, sore throat, headache etc.

School will contact you if your child becomes too ill to remain at school. Children should be off school for 24 hours if they have diarrhoea or vomiting.

## Holidays in Term Time



Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods.

Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made in writing using a Leave of Absence Request form, which is available from the school office. Fines of £120 per parent/carer may be issued where unauthorised leave had been taken during term time.

## Absence during Term Time

Children must not be absent for:  
Day Trips, Birthdays,  
Shopping, Hair Cuts, Parent/Sibling illness.



## Reporting an Absence

It is your responsibility to notify school if your child is absent. A reason must be provided on each day of absence. Unreported absences may result in a home visit from our attendance officer from Global Policing.

If your child is off school for more than 3 days or where there are repeated absences due to reported illness, you will need to provide medical evidence. This will usually be in the form of a prescription, a medical certificate or letter from your child's doctor.

## Persistent Absence

Our target for attendance is **96%**. Any child falling below this will be closely monitored. Any child with attendance below **90%** regardless of the reason for the absence is considered to be a persistent absentee. This equates to just 2 days absent each month.

**Over a five year period a child whose attendance is at 90%, will miss half of a school year; that is a lot of lost learning!**

Persistent absence will be monitored weekly; parents will be invited to attend an attendance review meeting if no improvement is made.

## Punctuality



It is important that your child attends school every day and on time. Children should arrive at 8:45am ready for learning.



There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.

