

How can I help?

You can help in many ways:

- ◆ Encourage your child to have good attendance by making sure that they go to school regularly.
- ◆ Try and take an interest in your child's school work.
- ◆ Make sure your child understands that you do not approve of them being absent from school.
- ◆ Help support the school in our efforts to control any inappropriate behaviour.
- ◆ Please inform us before 9am on the first day of your child's absence with the reason for the absence. Keep us updated throughout the time your child has off.
- ◆ Cooperate with the school to make sure that we can work together to help your child overcome any attendance problems.
- ◆ Discuss planned absences with the school and apply for permission well in advance.



**Please help us to
promote good
attendance
throughout our
school**

**You play a
really
important part!**

Details on attendance and other school information can be found on our website:

www.batchwood.herts.sch.uk



**Attendance
information**

Remember

Please call or email

BEFORE



**if your child is
going to be absent**

attendance@batchwood.herts.sch.uk

01727 868021

What does the law say?

All children between the ages of 5-16 must receive a suitable full-time education.

As a parent you must make sure that this happens.

You are legally responsible for ensuring that your child attends school regularly. If you fail to do this — even if you are not aware that your child has missed school — legal action can be taken against you by the Local Authority.



Legal action can be a **penalty notice** or you could be taken to court.

Parents also risk imprisonment and parenting orders.

Parenting orders involve counselling and guidance



Can my child ever be absent?

When a child is absent from school this will either be classified as **'authorised'** or **'unauthorised'**.

The head teacher and governing board decide which absences will be authorised.

Valid reasons can be:

- * Medical or dental appointments
- * Family bereavement



When possible, parents should try and schedule medical and dental appointments during school holidays or after school hours. Religious observances may be considered but must be discussed with the head teacher in advance.

What are unauthorised absences?

These are absences that the school does not think are essential or reasonable.

These include:

- ◆ Forgetting school term dates
- ◆ Oversleeping/tiredness
- ◆ Missing taxi/transport
- ◆ Birthdays and holidays
- ◆ Leaving the school during the day for no reason
- ◆ Truancy before or during the day
- ◆ Keeping students off school without explanation
- ◆ Problems with uniform or clothing
- ◆ Persistent illness without medical evidence



Holidays

The school **WILL NOT** authorise an absence for a holiday during term time except in exceptional circumstances. These will only be decided by the Headteacher.

Exceptional circumstances do not include cheaper costs, family availability or weather conditions.



Illness

3 illnesses a year will be authorised, medical evidence will be required after that.



Lateness and Truancy

Good attendance doesn't just involve being present in school, it also involves punctuality. You are responsible for making sure that your child arrives at school on time.

If your child arrives after **9:30am** they will receive a late mark. This is an **unauthorised absence**.