



Attendance Useful Information

Reasons for a child to be absent from school

Children should attend school as long as they are well enough to do so. Parents/carers have a legal duty to ensure that their child attends school regularly. A child should attend school every day except when: -

- The child is too ill to go to school.
- The parent/carer has permission for a leave of absence from school for the child not to attend. This should only be for exceptional circumstances. A holiday would not be classed as an exceptional circumstance.
- The family's religious body has a day especially for religious observance.

Absences are either Authorised or Unauthorised. Examples of authorised absences include, illness, medical and dental appointments, religious observance. Examples of unauthorised absences can be when no explanation has been given for an absence, holidays, birthdays and being late after the register has closed.

If your child is ill

If your child is ill, read the NHS's '[Is my child too ill for school?](#)' advice to help you decide whether they can go to school. You can also call the school office from 8.00am to discuss how your child is if you are not sure if they are well enough for school.

If a child has a cough, cold or is tired, they are usually well enough to come to school and taking part in lessons and activities throughout the day are often a welcome distraction to feeling unwell. If a child becomes unwell at school, we will call the parent/carer to discuss this and review whether the child needs to go home.

If a child has vomiting/diarrhoea symptoms they will need to be away from school for 48 hours after the last bout of vomiting/diarrhoea.

If a child has a high temperature 38°C (100.4 F) or over, they will need to be away from school until their temperature has returned to normal.

Who to contact if you have attendance concerns

If you are concerned about your child's attendance and they may be struggling to come to school, it may be for one of the following reasons:

- They are regularly unwell
- They are struggling to attend because of an issue at home or getting to school.
- They are feeling anxious to come to school or there is an issue at school

Our door is always open and you can let any member of our teaching, support or Senior Leadership team know if you have attendance concerns. A meeting can then be arranged to offer support. If your concern is attendance related contact our Welfare & Attendance Officer Natali O'Farrell. Unless your concern is purely attendance, you should contact your child's class teacher in the first instance. You can call 020 8546 8210, email (admin@kingathelstan.rbksch.org) or come to the school office to arrange this or speak to your child's teacher at the end of the day.

Reporting your child's absence

Parents/carers must contact the school by 08:50 on the first day of a child's absence. A message should be left on the school absence line (020 8546 8210) or by email admin@kingathelstan.rbksch.org, the message should include the child's name, class, and reason for absence, including symptoms if a child is unwell.

If the school does not receive a message from the Parent/Carer the Welfare & Attendance Officer will attempt to contact them and may also get in touch with their Emergency Contacts.

If a child is absent for more than 5 consecutive days and there has been no contact from a parent/carer the absence will be referred to the Single Point of Access within Children's Services at the Local Authority. The school may take this action earlier if they feel the particular circumstances warrant it.

What to do if a child needs a medical or dental appointment in school time?

To avoid disruption to a child's attendance, medical and dental appointments should not be booked during the school day whenever reasonably possible.

When appointments are necessary during school time, contact the school office in advance via email to request the leave of absence. Evidence of the appointment will be needed for the absence to be authorised. This can be an email, text, letter or appointment card. This can be emailed or brought to the school office.

Children should be collected as close to the time of the appointment as possible and return to school for the rest of the school day afterwards.

Requesting absences during term time - Exceptional Leave

Parents/carers should only request a leave of absence for their child in exceptional circumstances. They should carefully consider the impact of the absence on their child's education. Missing out on lessons will always have a negative impact on a child's educational progress. It is widely understood that children make the best progress through regular and punctual school attendance.

Family holidays are not considered exceptional circumstances. This includes days of absence taken at the beginning or end of term or for birthdays.

An [Application for Leave in Exceptional Circumstances Form](#) must be completed in advance by the parent/care in advance and returned to the school office. See our Attendance Policy for further details.

Useful Links

King Athelstan's [Attendance Policy](#)

NHS [Is my child too ill for school?](#)

Dfe [Guidance for parents on school attendance](#)

King Athelstan's [Applying for Leave in Exceptional Circumstances Form](#)

How much learning a child will miss when they are absent from school

- There are 365 days in a calendar year, and 190 days of these are at school
- There are 175 days for family, activities, relaxing and for taking holidays

Children with 96%+ attendance are accessing all of their learning opportunities and have the best chance of reaching and exceeding their potential.

Children with 91-95% attendance are at high risk of not reaching their full potential and falling behind in their learning.

Children with 90% or less attendance are persistently absent and at severe risk of underachieving.

Half term	90% or less attendance		85% or less attendance	
	Days of school missed	Lessons missed	Days of school missed	Lessons missed
Autumn 1	3+	15+	5+	25+
Autumn 2	6+	30+	8.5+	42.5+
Spring 1	9+	45+	13.5+	67.5+
Spring 2	12+	60+	18.5+	92.5+
Summer 1	15+	75+	23.5+	117.5+
Summer 2	19+	100+	28+	140+

Lessons	Total lessons each academic year	Number of lessons each week	5+ days absent a year - lessons missed	10+ days absent a year - lessons missed	20+ days absent a year - lessons missed
Maths	190	5	5	10	20
Writing	190	5	5	10	20
Reading/Phonics	190	5	5	10	20
PE	76	2	2	4	8
Science	76	2	2	4	8
Music	38	1	1	2	4
Art	38	1	1	2	4
Geography	38	1	1	2	4
History	38	1	1	2	4
Computing	38	1	1	2	4
R.E	38	1	1	2	4
Total lessons	950	25	40	80	160

Minutes late to school	Days of learning missed in an academic year
5 per day	3.4 days learning missed
10 per day	6.9 days learning missed
15 per day	10.3 days learning missed
20 per day	13.8 days learning missed
30 per day	20.7 days learning missed