

Information for Parents

Re: Attendance



Sawston
Village College

Absence during term-time interrupts the continuity of teaching and learning and disrupts the educational progress of individual children. Parents and carers have a legal duty to ensure their children receive full-time education, that they have regular attendance and are punctual to school. The government has raised the expectation of attendance of pupils, where attendance thresholds have been raised to 90%. This means that pupils with attendance of 90% or below may be categorised as being persistent absentees. This generates referral to the Local Authority and legal procedures are likely to result.

The Local Authority is likely to issue a penalty notice for:

- persistent poor punctuality (late during or after close of register);
- absence as a result of a holiday that is more than 3 days and with a history of unauthorised holiday;
- when a pupil has been registered as being absent due to ill health but is later found to be on holiday.

The Local Authority is likely to begin legal proceedings when:

- parents have already been warned about absence and the child's attendance falls below 90%;
- a child's attendance is consistently below 90% during a 6 week period, some or most of which is unauthorised.

The College has a rigorous approach to attendance. However, in light of the attendance thresholds parents should expect to be contacted more frequently about the reasons for absence by either their child's mentor; Head of House or Attendances officers. Where pupils have an absence that puts them at risk of legal procedures, Heads of House will issue parents with letters of warning and no improvement may result in an Attendance Action Plan meeting. Should there be no further sustained improvement and there is a pattern of persistent absence then legal proceedings will occur.

Requests for absence:

Should parents have to take their children away from school during term time, a request for absence form must be completed in advance and forwarded to the relevant Head of House. They in turn will inform the parents whether their request has been authorised or not. All pupils are expected after any absence to ensure that work missed is caught up on and homework on Showmyhomework completed where appropriate.

The request for absence form is available on the school web site under the sector attendance within the parents section, or from your child's Head of House.

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