

What to do when your child is absent from school

Let us know as soon as possible and before 9am if you can.

- Telephone the school office, phone number 01202 482588 on the first day of absence to explain the reason why your child is away from school.
- If the office is not able to take your call, you can leave a message by following the instructions. Please remember to give your child's full name, class and reason for absence.
- If your child is absent for several days, please keep the school informed during your child's absence by phoning in every other day.

There are some reasons for absence that will be authorised: illness; medical appointment; external exams; school visits. Other than these, school will only authorise absence in the most exceptional circumstances.

If you know in advance that your child will be absent for any reason, please complete an absence request form (available from the office). Please give a full explanation for the request, but do not assume the leave will be granted. It is advisable to speak to the school office /headteacher in advance and to submit requests as soon as possible and definitely in advance of the absence. All requests will be considered on an individual basis. If absence is to be authorised, evidence may be requested.

When will absence not be authorised?

The school will not authorise absence for any of the following reasons :

- Holidays
- Shopping
- Looking after other members of the family
- Birthdays
- Illness in the family
- Bad weather

What happens when my child is ill?

There may be times when your child has to miss school because he, or she, is ill.

You should:

- Contact the school on the first day of absence to let the office know that your child is unwell.
- It is important to let the school know if your child has ongoing health problems so that the right support can be put in place.
- Children should be **48 hours clear of any temperature, sickness or diarrhoea before returning to school.**

If there is persistent absence due to illness, we can contact the GP with your permission to request support for meeting your child's health needs.

Attendance Targets

In 2025-26 the school's target is to achieve 96% attendance which is in line with National expectation pre pandemic.

Who can help?

If your child is missing a lot of school due to sickness, your **GP** may be able to help. The **School Nurse** can help with a variety of issues and holds a drop in at school termly. The office can advise when these are.

Your **child's class teacher; Miss Pope** (Pastoral Support Worker) or **Mrs Reeves** (SENDCO) may all be able to offer advice and support in school. Please make an appointment via the office.



Attendance

Guidance for
parents, carers and
pupils

2025—2026

Why good attendance is important

As a parent you have a legal responsibility to ensure that your child regularly attends school.

Poor attendance has a direct impact on children's progress and how well they will achieve in school.

For example, 90% attendance might sound quite good but what it really means is...

- Your child is absent from lessons for the equivalent of 1 half day every week.
- In one year, 4 whole weeks of lessons are missed.
- If your child continues to attend for only 90% of the time over 5 years, he or she, will miss **half of a school year**.

Children who do not attend school regularly often have the following problems:

- They are not able to keep up with their work.
- Difficulty with 'catching up'.
- Missing important parts of the lesson.
- Unintentionally disturbing others.

Safeguarding

Poor attendance can also be an indicator of safeguarding concerns: a family not coping; neglect; poor mental health or at risk of exploitation. We have a duty to act on this.

Punctuality

The school day starts at 8.45am and any child arriving after that time will be marked as late. If a child arrives after 9:05am, when registration closes, they will be marked with an unauthorised absence for the morning session.

Burton Primary wants to work with parents, to ensure that children are in school as often as they can be. Good attendance rates will improve the standards our children achieve, and provide them with better chances for life.

But ... we can only achieve this with your full support.

Holidays during Term Time

There are 190 school days in a year . This means you have 175 days to take holidays or short breaks.

Taking your child out of school for 2 weeks (10 school days) will reduce their attendance to 94% before any illness is taken into consideration.

Research shows that children who are taken out of school for holidays may never catch up on the work they've missed, and the impact is greater at primary school than at secondary school. Whilst the foundation stage (Early Years) may just seem like 'it's play and it won't matter', these are actually the foundation of all your child's time in school and important 'foundation' skills and learning will be missed.

Schools are no longer able to authorise any holidays during term time except in exceptional circumstances.

If you take your child on holiday during term time, this will be an unauthorised absence and you risk receiving a Penalty Notice.

From August 2024 the Government has said:

- The fine for taking a child out of school without permission is £80 per child, per parent. If the fine is not paid within 21 days, it doubles to £160.
- Each parent can only receive two fines for the same child within a three-year period. A second fine within this timeframe, will be the higher rate of £160.
- If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court

How parents and carers can help:

Work with us...

- Send your child to school every day, on time, unless they are genuinely ill.
- Avoid taking your child out of school for doctors or dental appointments if possible.
- Remember, the school will not agree to your child being absent for a holiday during term time.
- If you feel there may be exceptional circumstances, talk to a member of the attendance team as soon as possible and certainly before you book.

What will happen if my child is often absent from school?

- The school monitors the attendance of all children.
- Where there is a cause for concern, you will be contacted and any issues you may be experiencing can be discussed and support offered.
- If attendance does not improve to an agreed level, you will be invited to an attendance meeting with the Headteacher or Deputy, Pastoral Support Worker and SENDCO if appropriate.
- The meeting is an opportunity for the school and family to meet together to discuss why a child has so many absences and to hopefully come up with solutions to any problems.
- However, if your child's attendance does not improve, a fast track process may be started with clear targets and deadlines for attendance to improve.
- If there is no improvement within the timescales set a referral will be made to the local authority attendance and inclusion team and a Penalty Notice may be issued.