



# ALL SAINTS RC SCHOOL

## ATTENDANCE FAQ

**1. What time does school start?** Students should aim to be on school site from 8.25am onwards. Students should be in their form bases ready for registration at 8:35am. Registration starts at 8.40am and finishes at 9.10am.

**2. What happens if my child is late?** All students are expected to be in school by 8:35am. Students who are late must sign in with the member of staff on duty, or if it is after 9:10am at the school reception. Being late to school without a valid reason will result in an automatic lunchtime detention and you will be notified via text. If your child is late to school and the registers have closed, they will be marked as an unauthorised absence, even if they turn up later in the day. Persistent punctuality issues may lead to a Fixed Penalty Notice.

**3. What do I need to do if my child will be absent?** We expect parent/carer(s) to contact the school on the first day of absence and on each day after by email on **[attendance@allsaints.york.sch.uk](mailto:attendance@allsaints.york.sch.uk)** or by phone on **01904 647877**. If we don't hear from you a text will be sent and may be followed up by a phone call. Any unexplained absences at the end of each week will be followed up with a Google Form. Staff will conduct a home visit for students who are absent from school for 3 days or more without reason. If we are concerned about your child's attendance, we may contact you to request medical evidence in order to authorise ongoing absence. Poor patterns of attendance can result in a Fixed Penalty Notice.

**4. My child has a medical appointment. What do I need to do?** Medical appointments should not be taken during school time where possible. Where it is essential for an appointment to take place during the school day, students should attend school before/after the appointment and sign in and out at the school reception. In these cases, please provide the school with sight of the appointment card.

**5. How long should your child stay off school with an illness?** We do understand that children become ill from time to time and this may result in some days off school. However, according to the NHS, not every illness means your child needs to stay off school. Ask yourself the following:

- Do they have something that teachers or other children could catch?
- Would I take a day off work if I had this illness?
- Is my child well enough to do school activities?

Some useful guidance can be found on the NHS website - <https://what0-18.nhs.uk/parents/carers/child-unwell-ok-go-nurseryschool> <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

- Be aware of any patterns in your child's absence - Is your child complaining of being ill on the same day each week? Could they be anxious about a certain lesson? Tummy pains, headaches and feeling sick can be genuine but can also be a way of avoiding problems in school. If you have any concerns please contact your child's Learning Leader, our Attendance Officer or a member of the pastoral team.

**6. What is the difference between Authorised and Unauthorised Absence?** Every school, by law, has to register pupils twice a day; first thing in the morning at the start of the school day, and again in the afternoon session. If a pupil fails to attend, or arrives late, they can be marked as an absence for that session. The code used will reflect whether the absence was authorised (acceptable) or unauthorised (where no acceptable reason is given for absence). **Only the school can approve the reason for absence.**

The following types of absence may be marked as authorised:

- Medical or dental appointments, although you should try to arrange these outside school hours if possible
- Illness: you must notify school on the morning of every day of absence. If your child is ill for more than 48 hours then a medical note may be required for our records
- Leave of absence due to family bereavement
- Religious observance
- Nonschool based examinations or activities for example: Music exams or representative sporting events

Examples of unauthorised absence may be if your child does not attend because of:

- Going on holiday or travelling abroad
- Days off for birthdays
- Feeling tired

**7. What happens if your child's absence is not authorised?** The law states that parent/carer(s) must ensure that their child, when of statutory school age, regularly attends the school where they are registered. If attendance continues to be low you may be contacted by the school Attendance Officer to arrange a meeting to discuss how school can provide support to help you improve your child's attendance. The school is responsible by law to report poor attendance to the Local Authority. Ultimately, if your child continues to miss school, legal action can be taken.

Under the terms of education each parent/carer(s) may be issued with a Penalty Notice if:

- You fail to ensure that your child attends school regularly
- You allow your child to take leave of absence in term time without a school's authorisation

- You fail to return your child to school on an agreed date after a leave of absence
- Your child persistently arrives late for school after the register is closed

**8. Can I take my child out of school on holiday?** The Government is very firm in their guidance that schools are not allowed to authorise leave of absence during term time, including for family holidays, unless there are exceptional circumstances. If you do choose to take your child(ren) out of school on an unauthorised holiday you risk being issued with a Fixed Penalty Notice of up to £120 and face possible prosecution in court. Written requests for holidays/absence should be submitted FAO: your child's Learning Leader at least two weeks prior to the first day of the absence.

**9. What happens if the school has concerns about my child's attendance?** The school monitors pupils' absence on a daily, weekly and termly basis. If your child's absence causes concern, we will contact you to discuss this. Our attendance escalation process will always start with an opportunity to discuss any barriers to learning. If your child's attendance doesn't improve, you may be called in for an Attendance Support Meeting. This meeting is a supportive measure to ensure that your child attends regularly and on time to prevent escalated action being taken by the Local Authority.

**10. What happens if my child needs support?** Our main concern is ensuring that all students access regular, full time education and feel happy and well supported in school. There are a number of different reasons that can lead to students being reluctant to come to school; for example friendship issues, problems with school work or homework, or difficulties at home. Our Pastoral Team and Attendance Officer work closely with families to try to break down barriers that may lead to poor attendance. If you need any support, please contact your child's Learning Leader as soon as possible and be open and honest with staff, so that together we can tackle the issues preventing your child from coming to school. As a Pastoral Team we have a range of options available to support students with specific needs in order to help them to attend school more regularly. Providing us with clear information and explaining the reason for any persistent absence as early as possible will help us to work together to ensure the right support is in place for students to be at school.

**11. Who can I contact to discuss attendance at school?**

Please contact our School Attendance Officer on [attendance@allsaints.york.sch.uk](mailto:attendance@allsaints.york.sch.uk) if you have any questions regarding school attendance.