

# Attendance – Frequently Asked Questions (FAQs)

## Why is good attendance so important?

Regular attendance helps children make consistent progress, build routines, feel secure and develop positive attitudes to learning. Missing school can affect not only academic progress but also confidence, friendships and wellbeing.

## When should I keep my child off school?

Children should attend school every day unless they are genuinely unwell. If your child is too ill to attend, please inform the school by telephone before 9am on the first day of absence.

## What should I do if my child is absent?

Parents and carers must inform the school on the first day of absence and continue to do so each day unless a return date has been agreed. Written confirmation of the reason for absence should be provided within two weeks.

## What happens if the school is not informed of an absence?

If we are not informed of an absence, we will contact parents or carers on the first day to ensure the child is safe. This is part of our safeguarding responsibilities.

## What is persistent absence?

A pupil is classed as a **persistent absentee** if they miss **10% or more of the school year**, for any reason. Pupils at risk of persistent absence are prioritised for support.

## How does the school support children with attendance difficulties?

We understand that attendance difficulties can be linked to anxiety, medical needs, SEND or family circumstances. We work closely with families to understand barriers and put supportive strategies in place, such as action plans, pastoral support or involvement from other services if needed.

## Are holidays allowed during term time?

Holidays during term time are not permitted and will be recorded as unauthorised absence. In very exceptional circumstances, parents may apply in writing to the Headteacher at least 14 days in advance for consideration.

## What happens if attendance does not improve?

Our priority is always to work in partnership with families and offer support. If attendance remains a serious concern despite this, the school may involve the Attendance and Engagement Service. Statutory measures are only considered as a last resort.

## How are children supported when they return after absence?

Children are welcomed back positively and supported to catch up on missed learning. We focus on reintegration so that pupils feel confident, included and ready to re-engage.

## Who can I talk to if I am worried about my child's attendance?

If you have any concerns about attendance, please speak to your child's class teacher or contact the school office. We are always happy to work with families to help children attend regularly and feel supported.