



Attendance: Information for Parents and Carers

Why do I need to inform school if my child is absent?

Every half-day absence from school, by law, has to be classified as either **authorised** or **unauthorised**.

This is why information about the cause of absence is always asked for.

Authorised Absences

These are mornings or afternoons away from school for a valid reason such as illness, emergency medical or dental appointments (routine appointments should always be made out of school hours) and emergencies.

Unauthorised Absences

An absence is classified as unauthorised if the reason was not recognised as acceptable. The Department for Education (DfE) and Local Education Authorities provide information for schools as to what is acceptable and what is not. Examples of reasons that would not be accepted:

- A birthday
- A shopping trip
- Day trips
- Holidays – unless have been agreed as an **exceptional** circumstance

Safeguarding

By law, your child must attend school. If they are not in school and we are not informed, we have a duty to find out and know they are safe. If we do not find out or your child's attendance remains low, relevant referrals will go in to ensure your child is accessing their personal right to an education. Home visits maybe performed to ensured your child is safe – if there is no answer at the door, we may refer onto other agencies.



Lost learning due to being consistently late...

Our doors open at 8:40am, and the register is taken at 8:45 am. The register closes at 8:50 am.

If your child arrives between 8:50 and 9:15 am, they will be marked as 'Late' (L). If your child arrives after 9:15 am, they will be marked with an 'Unauthorised Absence' (U) which means they are really late and do not achieve their attendance mark for the morning.

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons making them fall behind
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

The table below shows just how much learning could be missed by being **consistently late** to school each day:

Minutes Late Per Day	Learning Time Lost in 1 Year
5 minutes	3 ½ days
10 minutes	7 days
15 minutes	10 ½ days
20 minutes	14 days
30 minutes	21 days

We know that a child's punctuality has a direct impact on their education. Those children who are regularly late from school do not achieve their full potential – they do fall behind their peers!

Please support us by ensuring that your child attends school regularly and arrives ready to learn on time at Maybury.



Am I allowed to take my child on holiday during term time?



Absence will not be authorised during term time except in exceptional circumstances. It is very important that all parents/carers understand that children with unauthorised absences, including holidays, and unexplained absences are at risk of receiving a Fixed Penalty Notice from the Local Authority.

In Hull Local Authority, a Fixed Penalty Notice may be issued if:

- Your child has accrued 10 or more unauthorised absences (5- days) in a 10-week rolling period.
- You take your child on an unauthorised holiday during the school term and has accrued 10 or more absences (5-days), consecutively.

If issued with a Fixed Penalty Notice, the charge is £160.00 per parent / child, but this is reduced to £80.00 if paid within 21 days.

The school cannot and will not authorise absence for the reason of a family holiday. There is a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note that this is not an entitlement.

It is a parent's responsibility to justify why their request is exceptional circumstances. Evidence should be provided along with the application. An arrangement will be made to speak with the Headteacher or a member of the senior leadership team to see if the absence can be approved for exceptional circumstances.

There are 175 non-school days a year. This is 175 days to spend on family time, visits, holidays, shopping and other appointments.



What should I do when my child is off sick?



Please call the school office to inform us when your child is unwell. If your child has good attendance we may not need to request medical evidence.

However, if your child's attendance is causing concern, we may politely request that you provide medical evidence so that we can authorise your child's absence from school. This is important as it provides an evidence base (i.e. a clear picture) for your child's attendance across the year and can prevent any unnecessary future referrals to Hull Local Authority.

To help support you, please see the examples of medical evidence below to evidence your child's absence from school.

Examples of Medical Evidence

This can be photographed and sent to the school office via Class dojo/school email or alternatively can be brought into school in person.

We accept:

- Appointment cards
- Appointment letters
- Screenshots of NHS appointment texts
- Photo of the medication label with the child's name and date prescribed

