



Campion School



School Attendance

A guide for Parents and Pupils

Poor attendance – Poor Achievement

ASPIRE, ENGAGE, ACHIEVE

What are the rules about attendance?

The law states that parents and carers must ensure that the children they are responsible for are receiving a full-time education. Parents and carers are *legally responsible* for making sure that their children attend school regularly, on time and stay in school.

The school day is from 8.40am to 3.20pm

Morning Registration is at 8.40am prompt

Lunch break is from 12.20pm to 1.10pm

Afternoon Registration is at 1.10pm prompt

ATTENDANCE AND PUNCTUAL ARRIVAL AT SCHOOL IS VITAL

What about absences?

It is the responsibility of parents and carers to inform the school if their child is absent:

- An absence for an acceptable reason is *authorised*
- An absence for an unacceptable reason is an *unauthorised* absence
- The school follows the Local Authority's guidelines when it decides which absences to authorise.

Authorised Absences:

What to do if your child is unable to attend school

- You should only keep your child off school if he/she is genuinely too ill to attend or has to have a medical appointment
- **ALL** absences have to be recorded
- Telephone the school on the school's absence line (01926 743217) as early as possible on **each day** of the absence
- Please send in a written, signed note, or write in your child's planner and sign it, when your son/daughter returns to school, to explain why they were absent. This will be attached to your child's record and protects the absence from further action.

Unauthorised Absences:

You should not keep your child away from school:

- To look after family members
- To go shopping
- To visit relatives
- For a family gathering / wedding
- Because of a birthday
- Because it is bad weather or raining
- Because you or the child got up late
- Because school uniform is in the wash

...as these types of absences will be recorded as *unauthorised*.

School action for unauthorised absences:

- **ALL** absences have to be recorded
- If a child accumulates an unacceptable number of unauthorised absences, they may be used for a referral to the Attendance Compliance and Enforcement Service who can intervene to ensure a student is receiving their full educational entitlement
- By law unauthorised absences must be recorded on a pupil's registration certificate. This could affect their future employment prospects.

What the school will do if your child is absent without notification

- Contact you using Groupcall or via telephone as soon as your child is registered as absent without notification (this is for the child's safety and to let you know they are missing from school).

What the school will do if your child is absent regularly:

- Let you know if your child's attendance or punctuality is a concern and work with you to find ways of improving it
- Set a target for improvement
- Involve the school's PCSO (Community Police Officer)
- Refer cases of frequent or unexplained absences to the Attendance Compliance and Enforcement Service
- The Local Authority sets very high targets for attendance – just a few days off school will be enough to put your child below this target.

What about holidays in school time?

Term time holiday or leave of absence can only be approved by a school in exceptional circumstances. If a holiday or leave of absence is taken without this approval the parents *may* be subject to a significant fine *and* a criminal record. This would be a very distressing experience that will never occur if arrangements for term time holidays are not made.

Detentions: Registration is at 8.40am and 1.10pm prompt:

- Punctual arrival at school and for lessons is important
- Pupils arriving after the close of registration will be marked as late and will receive an after-school detention for 20 minutes. Failure to attend an after-school detention escalates through the school's detention system
- For any detention after school beyond 20 minutes, parents and carers will be notified 24 hours in advance using Groupcall text messaging service. It is therefore important you make sure that we have the correct mobile number at all times.

If you have any queries about attending school, or for more advice on attendance matters, please contact:

Student Support Office

T: 01926 743217 or 01926 743228

Email: head@campion.warwickshire.sch.uk

Absence Reporting Line

T: 01926 743217



The information in this leaflet reflects the policy on attendance that has been approved by the school's Governors