

HELPFUL HINTS

1. Telephone the school before 09:15 on the first day of your child's absence or email: absence@bromptonwestbrook.medway.sch.uk.
2. Ensure that the school has your up-to-date address and telephone number/s.
3. Provide proof, in advance, of medical appointments.
4. Make medical / dental appointments on Friday afternoons when the school closes at 13:15.
5. Reply to school enquiries about unexplained absence.
6. Keep us informed of any ongoing medical conditions your child has that may affect their attendance.
7. Avoid leave in school time but in all cases apply in plenty of time using a form available from the office or on the website.
8. Make sure you have alternative arrangements for a friend or relative to get your child to school in an emergency.
9. If you do not have an alternative contact, we may be able to help.
10. If you are unsure about your child's health, bring them to school anyway. They often perk up during the day but we will contact you if they do not.
11. If your child has a well-known childhood illness, contact the school for advice on recovery time. We have all the up to date information.

This document has been prepared with the help and advice of The Attendance Advisory Service for Schools and Academies, Medway Council.

BROMPTON-WESTBROOK PRIMARY SCHOOL AND SUNSHINES NURSERY



ATTENDANCE INFORMATION



The Law

As a parent or carer you are responsible for ensuring that your child receives full-time education. Irregular or low attendance will seriously undermine your child's educational attainment and progress and affect their friendships. Statistics show that children who miss school can become victims of crime or be drawn into anti-social behaviour.

Fixed Penalty Notices and court action will be used if your child's attendance is low and if, despite the best efforts of the school and Attendance Advisory Service for Schools and Academies, it does not improve.

Authorised Absence

Only the head teacher can authorise absence. He/she is not obliged to accept your explanation. Absence can be authorised for the following reasons: sickness; a one off event such as sibling graduation; family bereavement; a public performance.

Absences will not be authorised if for example:

- Another member of the family is ill
- The family have overslept or had a late night
- There are problems with uniform/clothing
- You have forgotten school dates
- A medical or dental appointment lasting more than half a day without written proof
- There is an annual family event such as a birthday
- You take your child shopping
- There is bad weather e.g. snow and we consider that you live within walking distance
- Your child's attendance is below 95%
- You do not give a reason for your child's absence

Leave of Absence in School Time

You do not have automatic right to leave of absence for your child. You must apply for permission in advance. If you take leave in school time that has not been authorised or if your child has more than 10 unauthorised absences, you will receive a Fixed Penalty Notice (fine). Pupils will only be granted leave if the circumstances are exceptional and the following other factors will also be taken into consideration:

- The circumstances are exceptional
- This is the only request for leave this academic year
- The request is for 5 days or less
- Notice has been given at least two weeks in advance

- Pupil attainment is at least average in reading, writing and mathematics
- Pupil attendance is at 95% or above (January to July) or was at 95% or above during the last academic year (September to December)
- Effective procedures for catching up on missed schooling have been outlined
- The dates do not fall during Induction fortnight (first 2 weeks of Autumn term)
- The requested leave does not fall inside the revision and testing timetable (as below)

REVISION AND TESTING TIMETABLE – when holiday will NOT be granted	
Nursery (F1)	The revision and testing clause is not applicable
Reception (F2)	The revision and testing clause is not applicable
Year 1	Weeks 3 and 4 in term 6
Year 2	Term 5 and weeks 3 and 4 in term 6
Years 3, 4 & 5	Weeks 1-3 in term 6
Year 6	Term 5

Monitoring Attendance

The school has a 'five-step' approach to monitoring absence and lateness.

'Five Steps'

1. Telephoning home on the first day of absence
2. Monthly checking of attendance with the Family Liaison Officer and Attendance Advisory Practitioner
3. Referring low attendance to the Attendance Advisory Practitioner
4. Inviting parents/carers to a school Attendance Clinic chaired by the Attendance Advisory Practitioner
5. Fixed Penalty Notices or prosecution

Lateness

Lateness may also be referred to the Attendance Advisory Practitioner and can provide grounds for prosecution. Children must be encouraged to walk directly to school as quickly as possible in order to keep themselves safe.