



# Attendance Matters!

**Missing out on school means missing out on learning, building lasting friendships and gaining better life chances**  
**Let's work together to improve attendance and help our pupils achieve their full potential!**

## Good Attendance and punctuality at school supports learning and achievement

### What parents should do:

- Ensure their child attends school regularly and arrives on time each day.
- Contact the school as soon as their child is absent with a specific reason.
- Try to make routine medical and dental appointments out of school hours. (For appointments made in school time, provide a copy of the appointment letter/card).
- Arrange to take holidays during the school holidays.
- Provide evidence where there are absences of 3 days or more, persistent absences or any doubt as to whether the absence should be authorised.

The Education Act 1996 states that all pupils should attend school regularly and punctually.

**Parents have a legal responsibility to ensure school attendance and Leicestershire County Council may take legal action. This can be through a Fixed Penalty Notice (fine) or Legal Proceedings through a Magistrates Court**



## Term Time Holidays

Holidays during term time **will not** be permitted and would be recorded as unauthorised.

Any application for Leave of Absence must be made at least 2 weeks in advance in writing.

The Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of authorised leave.

Holidays, weddings and visits to relatives are not deemed to be exceptional and therefore would not be authorised.

Leicestershire County Council will be advised of any absences recorded as unauthorised and may issue Penalty Notices in line with their policy.

**The school aims for 100% attendance and regards good attendance to be 96% and above**

There are **190** days in a school year which leaves **175** days to spend on family time, holidays, shopping, appointments and other things.

