

## Attendance Frequently Asked Questions

### What is the expected attendance?

Pupils should aim for 100% attendance each year.

### How to I report an absence?

Absences must be reported by calling 01732 832758 and choosing Option 1 (student absences) to leave a recorded voicemail. Alternatively, absences can be reported by emailing the school office on [office@stocks-green.kent.sch.uk](mailto:office@stocks-green.kent.sch.uk). When reporting an absence please ensure you clearly state your child's name, class and reason for absence.

### What is an appropriate reason for being absent?

An appropriate reason for your child's absence includes being too unwell to attend school. Please refer to the NHS guidance on <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>. Please be aware, the guidance urges parents to send their child to school in the case of coughs, colds and sore throats.

It is also appropriate for a child to be absent due to religious observance, as well as other exceptional circumstances that have been given permission by Mr Hipkiss (eg. the funeral of a close family member).

### What time do I need to report an absence?

Please report absences by 8.50am. 9am at the latest.

### If my child is ill for more than one day, do I need to report the absence again?

It is necessary to report each day of absence until your child returns to school.

### If my child is physically sick how long should they be off for?

It is recommended that children with sickness or diarrhoea should be absent from school for 48 since their last bout of sickness or diarrhoea. However, if it is a single event of sickness or diarrhoea and nothing further, then the '48 hour' rule is not applicable. If you are unsure what to do, then please contact Gilly Francis on 01732 832758.

### What time does my child need to arrive at school in the morning?

Children must arrive in school between 8.40 and 8.45am. Registers will be taken at 8.45 and kept open until 9.05am. Children arriving after 8.45 will be recorded as Late (L) and after 9.05am as Late after the register closes (U), which counts as an unauthorised absence.

### When do I need medical evidence?

We will mark absence due to illness as authorised unless the school has genuine concern about the authenticity of the illness. Parents and carers will be notified if medical evidence is to be requested for future illness absences. This is in line with best practice advice from the Attendance Service.

**What is an 'unauthorised absence'?**

Unauthorised absences are often given when absences are taken without valid reason or an absence which was not agreed prior to the date of absence. Unauthorised absences can be given when the reason for the absence is unclear or undetailed.

**Can I take my child out of school for appointments?**

We would ask that parents try to get appointments outside of school hours. However, if this is not possible, then please inform the school of the absence prior to the appointment.

**Can I take my child out of school during term time for a family holiday or for any other reason?**

No, if a child is taken out of school during term time for a holiday then this is likely to result in a Fixed Penalty Notice by the Kent County Council for a child's non-attendance. Fixed Penalty Notices are £80, rising to £160 if they are not paid after 21 days.

If a parent does not ensure the regular attendance of their child, they could be guilty of an offence under section 444, Education Act 1996.

Authorising absence is a policy decision. As a school, we work within the policy adopted by the Local Authority and the school. All school absence is a serious matter monitored by the Local Authority, Department of Education and Ofsted and all school procedures are checked regularly.

**If my child's attendance falls below 90% what does this mean?**

Students below 90% attendance are categorised as persistently absent. If a student is below 90%, parents will be contacted informing them of the low attendance. Should there be no improvement to this, we will invite parents in for a meeting to discuss how we can work together to improve this.

**Your child's attendance data can be found on their profile page of Arbor, please log in regularly to view this information. Should you have any queries, please contact Gilly Francis in the school office.**

**To review our full Attendance Policy, please visit our school website.**