

HOW DO I REPORT MY CHILD'S ABSENCE?

The school has a duty to safeguard all its pupils. If a child is absent, the parents/carers should inform the school on the **first day of absence** and each following day of absence, stating the reason.

- By calling the school absence line on 01244667500 prior to the start of the school day and no later than 9.15am each day is absent. Please state your child's name, class and reason for absence. Please specify the nature of their illness if this is applicable.
- By reporting using the School Spider App-Report Absence function, prior to the start of the school day and no later than 9.15am each day is absent. Please state your child's name, class and reason for absence. Please specify the nature of their illness if this is applicable.
- By emailing admin@tattenhallpark.cheshire.sch.uk prior to the start of the school day and no later than 9.15am each day your child is absent. Please state your child's name, class and reason for absence. Please specify the nature of their illness if this is applicable.

Tattenhall Park Primary School Day-

Reception to Year 6

8.45am- School starts. Gates locked at 8.50am

3.15pm- School finishes.

Please note hours for Squirrels Nursery differ slightly from these times.

Dates of term

Please visit our school website for the published term dates.

[Tattenhall Park Primary School: Term Dates](#)

"The pupils with the highest rates of attainment at the end of Key Stage 2... have the higher rates of attendance over the key stage."

DfE Working together to improve school attendance, May 2022

Roots to grow, wings to fly. Everyone achieves their potential.

TATTENHALL PARK PRIMARY SCHOOL

We respect, we enjoy, we believe.

HEAD TEACHER – MRS JOANNE HAWKINS
TATTENHALL PARK PRIMARY SCHOOL
CHESTER ROAD
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ATTENDANCE INFORMATION FOR PARENTS AND CARERS



WE RESPECT
WE ENJOY
WE BELIEVE

01244 667500

OUR APPROACH

[Tattenhall Park Primary School](#) recognises the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps a child to realise their potential and ensure they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences. Our school policy and prospectus promote good attendance, which is recognised and rewarded as an achievement. The school monitors attendance and ensures quick and early intervention, if a problem is identified. We recognise that whole school preventative and proactive approaches are key to promoting children's wellbeing and attendance. A child must attend school every day that they are required to do so, unless an exceptional circumstance applies.

The Law

The Education Act 1966 requires parents to ensure their children, of compulsory school age, receive efficient full-time education.

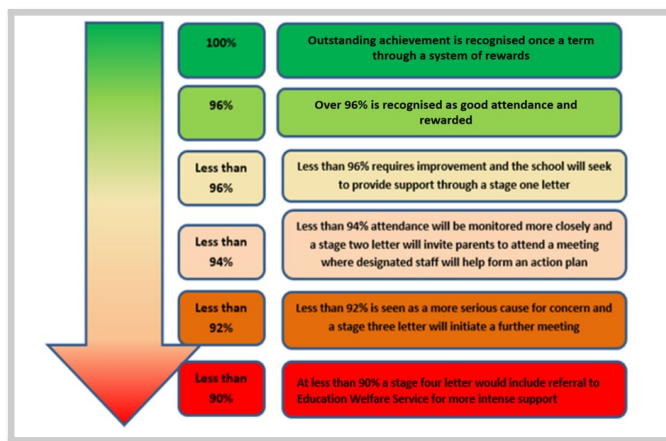
The law says parents whose children of compulsory school age are absent from school without good reason are committing an offence.

A fixed penalty notice of £60 or £120 can be given for a student who has 15 unauthorised sessions (half days) from school in a term.

Fixed penalty notices can lead to prosecution and a fine of up to £1000.

You need to be aware that although parents may provide a reason for a child's absence, it is the school who decides if the absence is authorised.

EVERY DAY COUNTS



| | | |
|---|------|----------------|
| 0 days of school | 100% | Perfection |
| Equates to 2 days off school each year | 99% | Excellent |
| Equates to 5 days off school each year | 97% | Good |
| Equates to 10 days off school each year | 95% | Slight Concern |
| Equates to 20 days off school each year | 90% | Concerned |
| Equates to 30 days off school each year | 85% | Very Concerned |

| Minutes late per day | Learning time lost in a year |
|----------------------|------------------------------|
| 5 minutes | 3½ days |
| 10 minutes | 7 days |
| 15 minutes | 10 ½ days |
| 20 minutes | 14 days |
| 30 minutes | 21 days |

TYPES OF ABSENCE

Medical Absence

Absence due to sickness should be reported to the school by phone or using the School Spider app on the first day of absence. The school should be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

Any medical absences in excess of 5 days (10 sessions) per academic year will need to be supported by medical evidence. If no medical evidence is received, then the absence may be recorded as unauthorised. The school will work with all families on an individual basis if medical absences

Application for Exceptional Circumstances

In September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006, make it clear that Head Teachers may not grant any Leave of Absence (holiday) during term time unless there are 'exceptional circumstances'

The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available from the school office. It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member