



# Attendance - Your Responsibilities



## Important Changes for Parents & Carers 2014 (In addition to advice given in 'Information for Parents Leaflet' available in Reception & on the website)

<b>It is parents responsibility to ensure children age 5-16 attend school every day</b>	It's the law: Education Act 1996 (s.7) Failing to do so is an offence. The penalty for a failure to ensure satisfactory attendance stands at a fine of up to £2500 and up to 3 months imprisonment.
<b>Un-authorized attendance may trigger a penalty notice</b>	10 sessions (5 days) Un-authorized absences now triggers a penalty notice of £60-£120 which is issued by the Attendance Enforcement Team.
<b>Schools no longer authorises holidays in term time</b>	You will receive a letter informing you of your child's current attendance and warning you of the consequences of un-authorized absence
<b>Ring school on the first day of sickness absence</b>	See our attendance leaflet for more information (from reception)
<b>Sickness absence is not authorised unless you supply a note on return</b>	Date and sign your note giving the reason for sickness. *Note: Persistent sickness absence may also generate a request for medical evidence ( a prescription, appointment card or doctors letter)
<b>We need to be advised of Medical or Dental appointments before the absence</b>	Send a note into school or see office staff. Return you child as soon as possible from their appointment.

**Attendance Certificate Codes explained:** / = present L = Late arrival before register has closed (9.01 – 9.30 am) I = Illness (not medical or dental) M = Medical or Dental appointment O = Absent from school without authorisation U = Arrived in school after register closed (un-authorized) N = Reason for absence not yet explained