

Can I Take My Child On Holiday During Term-Time?

School is open to pupils 190 days every academic year.

This leaves families with 175 days to spend time together, go on holiday and visit family and friends.

Since 2016, education law makes it clear that holidays during term-time are not permitted, and that permission for leave of absence can only be permitted if the request is made due to 'exceptional circumstances'

Although there is no definition as to what exceptional circumstances would include, the following reasons would NOT be granted permission:

- cheaper travel costs
- visiting family members
- birthdays or other family occasions
- history of satisfactory attendance

Any family who considers there to be an exceptional reason why they need to request leave of absence for their child will need to attend a meeting in school to discuss the matter.



We ask that families do not make any travel arrangements prior to attending this meeting in order to prevent the absence from being recorded as unauthorised.

The Local Authority will issue penalty notices to parents of pupils with unauthorised absence

What Do I Need To Do If My Child Is Absent?

We understand that occasionally illness or other circumstances may prevent your child from attending school.

In the event of absence please inform school no later than 9:00 a.m. on the first day of absence, providing:

- reason for absence
- details of any steps you have taken, for example, an appointment with G.P.
- the day you expect your child to return to school

Where possible, it would be useful for you to provide medical evidence, such as an appointment card or prescribed medication, in order to allow us make a note of this on your child's attendance record.

If your child is absent and we have not received an explanation, we will attempt to contact you via phone calls, emails, and home visits, to establish a reason for absence.



How Can We Help?

At school we encourage all pupils to attend school, on time, every day through a wide range of rewards and incentives.

If we have any concerns regarding your child's attendance we will inform you of this by letter or in person.

We are also available to support any family who are experiencing difficulties with ensuring regular attendance.

If you feel you would benefit from such support, or have any queries regarding your child's attendance, please do not hesitate to contact us via school office.

ATTENDANCE MATTERS



ATTENDANCE INFORMATION FOR PARENTS

Our Attendance Team:

T. 0121 558 1667

E. office@cape.sandwell.sch.uk

Why Is Good Attendance At School Important For My Child?

Attending school regularly is vital for your child in order for them to achieve their full potential.

Attending every day provides your child with the opportunity to:

- ◆ develop their skills and learning
- ◆ discover their interests and talents
- ◆ increase their confidence and self esteem
- ◆ improve their social skills

Missing School = Missing Out

Being absent from school can cause your child to struggle with school work and miss out on the new and exciting activities we provide.

Poor attendance can affect children's ability to make and keep friendships, which is a vital part of growing up.



What Are My Responsibilities?

As a parent you are responsible for ensuring your child attends school regularly.

We value the attendance of every pupil in school, and ask parents to encourage good habits from the very start of their child's school journey.

Ensuring your child attends school every day from the very start will help them to settle quickly, establish a routine and develop good habits.

What Is Good Attendance?

Good attendance means your child attending school every day and on time, unless there is a genuine and unavoidable reason for them not to.

Our aim is for all pupils to achieve over 96% attendance.

100%	Excellent Attendance
Pupils in this group have attended every day	
96% - 99%	Good Attendance
Pupils in this group have had between 4 and 8 days of absence.	
90 - 95%	Below Average Attendance
Pupils with attendance 95% and below could be missing up to 2 weeks of learning in one year	
Below 90%	Serious Concern
Pupils with attendance below 90% are missing more than three weeks of school and may be referred to the Local Authority	

If your child's attendance drops below 96%, we will contact you to offer support and advice.

Punctuality Matters Too!

Being just a few minutes late for school can cause your child to miss out on important information from their teacher, as well as social time with their friends.

Being just 5 minutes late each day means your child will miss out on over three days of learning in one year.

Give your child the best start to the best start to the day by being on time!



What Is The Difference Between Authorised And Unauthorised Absence?

Pupil registers are taken twice a day, once in the morning and once in the afternoon. These are called sessions.

Each time a pupil is absent for a session, the register must show whether the absence was authorised (acceptable) or unauthorised (where no acceptable reason is given for absence).

Only school can approve the reason for absence.

An explanation given by a parent is not necessarily reason for the absence to be authorised.

How Can I Help My Child Attend School Every Day And Avoid Unauthorised Absence?



- ◆ talk positively about school with your child
- ◆ seek advice from our attendance team before allowing your child to be absent
- ◆ arrange medical and dental appointments outside of school hours
- ◆ establish bedtime and morning routines to help your child arrive to school on time
- ◆ speak to a member of staff if you or your child are worried about school
- ◆ don't allow days off school for special treats, for example, to celebrate a birthday or to visit family