



# Aqueduct Primary School

## Attendance Leaflet

2024/2025

### Attending School is very important

It is important that your child attends school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.

#### Lateness



The school day starts at 9am. Your child will receive a late mark (L code) if they arrive after this time. If your child arrives after 9.05am, they will receive an unauthorised absence mark (U code).

#### If your Child is Absent

Contact school on each day of absence before 9am by phone or email and provide reasons for absence.

Failure to do this will result in your child's absences being unauthorised and may lead to a home visit by school staff.

Unauthorised absences are recorded on the register when there is no valid reason given for absences, for example if a holiday is not approved by the school, lateness after the register closes or illness without medical evidence.

## Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, this may result in a referral to the Local Authority for enforcement action.

## Holidays / Leave of Absence

Any leave of absence during term time can be disruptive both to the child's learning and to the school regardless of the reason for the leave. Schools will only consider authorising leave in term time where there are exceptional circumstances, as agreed by the Headteacher and if a request has been submitted in advance. Unauthorised leave may result in a Fixed Penalty Notice (fine) or court prosecution.

## Medical Appointments

If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If your child is well enough to go back to school following the appointment, they should do so. Evidence of the medical appointment should be provided to the school ahead of the appointment date.

## The Law

You need to make sure your child attends school regularly and on time. You will be breaking the law if you do not do this and there are no good reasons for your child missing school.

## What school does for attendance

- Attendance is reviewed weekly by our Headteacher and Inclusion Support Manager.
- Write to Parents/Carers where there is a concern over attendance.
- Offer meetings to discuss attendance and provide support to help improve attendance.
- Liaise with Educational Welfare Officer every half term.

### Contact us:

If you need help with attendance you must talk to the school about it as soon as possible. Sometimes, school may need to involve other services to help. The school and local authority want to help you, if you do not accept the help and support offered and attendance does not improve the council may have to begin enforcement action.

[admin@aqueductprimary.org](mailto:admin@aqueductprimary.org)

Tel: 01952 984980

Thank You

