

### What school expects you to do:

To help your child achieve their very best in school please ensure that:

- Your child attends school regularly
- Is dressed appropriately or wearing school uniform
- Is not taken out of school at any time unless absolutely necessary
- Contact school on the first morning of absence with a reason and provide a note/appointment card on return.

Please work with us regarding any problems. If we are concerned about your child's attendance, we will refer the details to our Educational Welfare Officer who may visit your home.

### Educational Welfare Officer for Special Schools

Beth Cook  
03000 26 55 34

The Local Authority and School can use various legal powers if your child is missing school without a good reason e.g.

- Parenting Order
- Educational Supervision Order
- School Attendance Order
- Penalty notice – instead of being prosecuted you could be given a £60 fine, rising to £120 if paid after 21 days, but before 28 days. If the fine is not paid, you could be prosecuted.
- Prosecution notice – you could get a fine of up to £2,500, a community order or jail sentence up to 3 months.

### Celebrating Attendance

Good levels of attendance are consistently encouraged and rewarded throughout the school year. We want to celebrate attendance with children and families

100% Attendance Certificates are given out at End of Term Assemblies and 100% Attendance certificates for the whole year are given out in the last assembly of the school year.



**Durham Trinity School  
& Sports College**

**Nurture, Believe, Thrive, Succeed**

# Attendance Policy Statement [Company Name]

### If your child is absent, you must:

- Contact school on the first morning of absence with a reason. If you fail to do so, school will call and/or text you before midday asking for a reason for absence.
- Keep school informed on a regular basis if your child is absent for a longer period

### **DO NOT SEND MESSAGES WITH TRANSPORT / ESCORTS**

Failure to do these things may mean school reports details to the Educational Welfare Officer who will be asked to investigate.

# Attendance Policy Statement

The attendance of pupils at Durham Trinity School & Sports College is of vital importance.

Pupils need to attend school regularly to benefit from their education.

If pupils do not attend school regularly, their learning is fragmented, their acquisition of skills and knowledge is interrupted and their education achievements are potentially damaged.

In order to help us achieve this aim it is essential that your child attends school regularly and punctually.

To meet these challenges our school will maintain effective and efficient systems of communications with pupils, parents and appropriate agencies.

1 or 2 days doesn't seem like much, but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

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## *Every day counts!*

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# Reasons for Absence

Only the Headteacher can authorise absence (this means to record an absence as allowed). There are many reasons for absence given but only a few are acceptable. All absences are recorded on your child's record. The below examples are illustrative rather than exhaustive:

Authorised Absence	Unauthorised Absence
Illness (genuine)	Birthdays
Medical Appointments (Although we would encourage appointments to be made out of school where possible)	Visiting relatives
Family Bereavement (e.g. to attend a funeral)	Tiredness
Religious observance	Not wanting to attend school
	Not ready for transport pick-up
	Shopping / treat trips
	Siblings were ill

## Leave of Absence in Term Time

There is significant disruption to a child's education during any period of absence. Parents do NOT have the right to take a child on holiday in term time. Please be aware that since 1<sup>st</sup> September 2013, Head Teachers have not been able to grant any leave of absence in term time **unless there are exceptional circumstances.**

You must seek permission from school before booking a holiday by completing a leave of absence request which can be obtained from school. The completed form will then be considered by the Headteacher who will notify you of the decision in due course.