

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 notices within a three-year period:
 - o The first penalty notice is **£160** if paid within 28 days, reduced to **£80** if paid within 21 days.
 - o A second penalty notice is **£160** to be paid within 28 days.
 - o A third penalty notice cannot be issued. **Legal action** may result (for example, prosecution).
- Prosecution notice – you could get a fine of up to £2,500, a community order or jail sentence up to 3 months.

Celebrating Progress through Attendance

Attendance has a direct impact on the progress made by children.

Together, through high levels of attendance, both school and home can celebrate the progress made by your young people.



Durham Trinity School
& Sports College

Nurture, Believe, Thrive, Succeed

Attendance Policy Statement

Essential Information for Parents – September 2025

If your child is absent, you must:

- Contact school on the first morning of absence with a reason.
- Keep school informed on a regular basis if your child is absent for a longer period

DO NOT SEND MESSAGES WITH TRANSPORT / ESCORTS

Attendance Safeguarding

As part of Durham Trinity School's commitment to safeguarding pupils, the steps below highlight our approach to pupil absence and the steps that may be taken:

- If a child is absent from school and there is no message from home, then school will contact home via call/text message by 10am to inform parents that the child is not in school and request a reason why.
- If there is no response to the call/text message, school office will call parents a final time by 10.30am to ascertain a reason for absence.
- If there is still no contact and reason provided by 11.00am, office staff will pass on details to the school safeguarding team, one of whom may make a door step visit and to get 'eyes on the child' or contact other professionals involved e.g. social worker. This is part of the school's commitment to safeguarding all pupils.

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

Every day counts!

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 1st September 2013, Head Teachers have not been able to grant any leave of absence in term time **unless there are exceptional circumstances**.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation **would not** constitute an exceptional circumstance.

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.