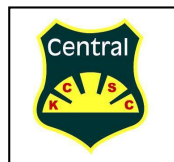




Everyone is a **Star** and can **Shine** in our Learning
Community



Attendance Guide for Parents & Carers

Raising pupil achievement through regular school attendance

This information explains your responsibilities for making
sure your son/daughter attends school regularly.

Knowsley Central School
Mossbrow Road | Huyton | Liverpool | L36 7SY
Tel: 0151 477 8450 | Fax : 0151 477 8451 | Email: knowsleycentral.de@knowsley.gov.uk

Headteacher: Mrs Trish Thomas

SCHOOL ATTENDANCE

MAKE EVERY DAY COUNT



Missing school matters

Attendance matters for doing well in school. Regular school attendance is essential for your child to reach their full potential. We believe that regular school attendance is the key to helping your child learn and access opportunities that will enable them to become emotionally resilient, confident and competent adults, able to realise their full potential and become good citizens.

What should I do?

As a Parent / Carer you are responsible for making sure your child develops the habit of regular attendance. Make sure your child goes to school regularly and arrives on time. If your child is absent you must contact the school on the first day of absence and give your reason.

If you want permission for your child to miss school, due to exceptional circumstances, you must apply for permission well in advance of the date and give full details. Absences can only be authorised by the school.

What if there are concerns about my child's attendance?

We recognise that poor attendance can be due to medical issues and this is clearly taken into consideration. However we also recognise that poor attendance is often an indication of

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difficulties in a child's life. This may be related to problems at home or in school. Parents / Carers must make school aware of any difficulties or changes in circumstances that may affect their child's attendance. This will help school identify any additional support you may require to improve your child's attendance. If your child has persistent absences, these will be monitored and may be referred to the LA who has the authority to issue a fixed penalty notice starting at £60. Failure to pay will result in an increased charge or prosecution.

Can I take my child out of school for a holiday?

Parents / Carers do not have a right or entitlement to take their child out of school for a holiday. If you need to take your child out of school for a family holiday, only in exceptional circumstances, you must request permission from the school. Each request will be considered individually. If permission is not granted and you still take your child out of school for a holiday, the absence will be classified as unauthorised. Any unauthorised block absence of 10 sessions e.g. 1 week, may result in a fixed penalty charge being issued without a prior warning.

Families should avoid extended holidays that require your child to miss school.

Try to line up school holidays with the school's schedule. The same goes for doctor's appointments.

What about medical appointments?

We understand that some of our pupils have medical appointments due to their conditions and appointments are made by the hospital on a regular basis. Where possible, for other medical appointments, every attempt should be made to arrange such appointments outside school hours. The school should be notified of any appointments held within school time. Where possible your son/daughter should return to school after the appointment.

The Law

By law, all children of compulsory school age must attend full-time education. As a parent / carer you are committing an offence if you fail to make sure that your child attends school regularly.