

## Attendance Policy Statement

The attendance of pupils at Durham Trinity School and 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 educational 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 communication with pupils, parents and appropriate agencies.

### Reasons for Absence

Only the Head Teacher can authorise absence (that 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 school record. These examples are illustrative rather than exhaustive.

#### Authorised absence

Illness (Genuine)

Medical Appointments (**although we would encourage you to make them out of school hours wherever possible**)

Family Bereavement  
(e.g. to attend a funeral)

Religious Observance

#### Unauthorised absence

Shopping (even for school clothes)

Birthdays

Haircut

Not ready for school transport

Visiting relatives

Tiredness

Not wanting to go



### **Good Attendance Awards**

Good levels of attendance are consistently encouraged and rewarded throughout the school year.

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. In special circumstances certificates for Improved Attendance are also given out.

### Leave of absence in Term Time

There is significant disruption to a child's education during any period of absence from school. 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 during term time **unless there are exceptional circumstances.**

You must seek permission from school BEFORE you book a holiday by completing a leave of absence request form (which can be downloaded from the Parent Portal or paper copy from the school office) The completed form will then go to the Head for consideration and you will be notified in due course of the Headteachers decision.

**Remember 1 week's holiday from school is 25 hours missed! (This time will never be regained)**



Durham Trinity School & Sports College  
Head Teacher: Julie A Rutherford B Ed.

Tel 0191 3864612

## ATTENDANCE POLICY STATEMENT

Essential Information for Parents  
May 2015

For further advice please contact your school's education welfare officer :

Beth Cook  
Education Welfare Officer Special Schools  
Children and Adults Services  
Durham County Council  
Walworth School  
Bluebell Way  
Newton Aycliffe  
DL6 7LP  
03000265534

- If your child is absent you must:**
- Contact school on the 1<sup>st</sup> morning of absence with a reason. If you fail to do so, school will text and/or phone you before midday asking for a reason for your child's absence. **DO NOT SEND MESSAGE WITH ESCORT/TRANSPORT**
  - Keep school informed on a regular basis if your child is absent for a long period.

Failure to do these means the school will report the details to the Educational Welfare Officer who will be asked to investigate.

### 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 first morning of absence with a reason and provide a note/appointment card upon 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.

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

- Parenting order
- Education Supervision Order
- School Attendance Order
- Penalty notice – instead of being prosecuted you can be given a penalty notice of £60 rising to £120 if paid after 21 days but within 28 days. If you don't pay the fine you may be prosecuted.
- Prosecution notice – you could get a fine of up to £2,500, a community order or a jail sentence up to 3 months.