

Attendance Factsheet

By law, all children must receive a full time education.
Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time.

Unacceptable reasons for absence

- Shopping
- Birthday treats and trips
- Looking after others at home
- Non-urgent medical or dental appointments
- Buying school shoes or uniform
- Parents having their children accompany them to doctor/hospital appointments to act as interpreters
- Picking up or taking relatives to the airport
- Your car breaking down

AND MUCH MORE

THESE ABSENCES WILL BE MARKED AS UNAUTHORISED

Term Time Leave

According to “Working Together to improve School Attendance August 2024” Mr Qazi (Head Teacher) can only grant leave of absence where exceptional circumstances arise.

The Head Teacher will determine the number of school days a child is absent from school if leave is granted.

Where applicable, copies of flight ticket/booking confirmation will be required. A request for leave must be made via email.

If leave is taken without request or authorisation, a penalty notice fine will be issued to parents/carers on their return.

Also if your child fails to return after leave his/her name may be removed from the school roll after 20 days.

Health

- Children must not attend school if they have any infectious illness (please take advice from your GP) eg; chickenpox, measles, german measles, mumps, impetigo
- Sickness and diarrhoea (must not be in school for 48 hours)
- Flu (diagnosed by GP)

Please be aware that should frequent sporadic illness occur and no medical evidence is provided by parents/carers, the school may not authorise the absence.

The school will always contact you if your child is unwell- always try to send your child to school even if they fell a little ‘under the weather’ eg: runny nose, tummy ache, headache.

What can I do to help my child attend school regularly

- Ensure your child attends school everyday and on time
- If your child is ill, contact the school on the first day of absence Tel: 01582 48 46 17
- Take an interest in your child’s education
- Talk to the school if you have any concerns

Regular attendance also means PUNCTUAL attendance

School starts at: AM registration 8.55am Late registration: 9.05am Unauthorised registration after 9.10am

Mehria Primary School uses the unauthorised late mark after the official registration period has closed. If your child has 8 unauthorised sessions or more you will receive a warning letter regarding a fixed penalty notice fine.

Should your child have further unauthorised absence within a 6 week period a fixed penalty notice fine will be issued, £60 per parent per child if paid within 21 days or £120 payable within 28 days.