

Most childhood sickness that prevents school attendance will be classed as authorised absence. However, if your child is frequently absent from school due to sickness, the school can ask that you provide medical evidence for this or they may choose to stop authorising the absences. They may also ask an Education Welfare Officer to become involved by making a referral to the New Forest Locality Team. This does not mean that the school do not believe you or your child, but that they want to do the best for you by ensuring your child can attend school as much as possible, providing extra support if needed.

It takes just 10 whole days of missed school due to unauthorised absence to prompt a referral to the Education Welfare service.

As a parent you can help keep your child's level of absence down by sending them into school every day and arriving on time. The registers will close 10 minutes after the beginning of the school day. Arriving after this time may mean your child is marked as having an unauthorised absence.

Help support your child and your school by keeping absence rates down. Children who are frequently absent are usually those who fall behind and find it hard to keep friendships, which can lead to being unhappy in school.

Sickness and family holidays in term time are usually two of the main reasons for absence. Often by planning holidays in advance and not during term time parents can make savings whilst ensuring their child does not miss any school. If it is unavoidable to take holidays in term time you could try to use part of the agreed school holidays therefore, keeping time out of school to a minimum.



Headteachers will not authorise any holiday. All holiday will be recorded as unauthorised absence.

Reduce absence due to medical reasons by making non-urgent medical appointments for your child outside of school hours. Always let your child's school know the type of illness your child has that prevents them attending at the start of the school day. They will guide you as to whether your child needs to be absent from school and when they should be expected to return.

Children's Service New Forest Locality Team

Good School Attendance Guide



Helping your child to make the most out of school.

**New Forest Local Office, Winsor Road,
Bartley, Southampton, SO40 2HR**

**Duty Service Daily 9am to 1pm
Tel: 02380 812113**

Good School attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child.

Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school but helps them to keep and sustain friendships and enjoy the school environment.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

Your child's school is there to support you, they understand the difficulties some parents can face and will work with you. Trust the experience of the class teacher and other school staff and share with them any concerns you may have.

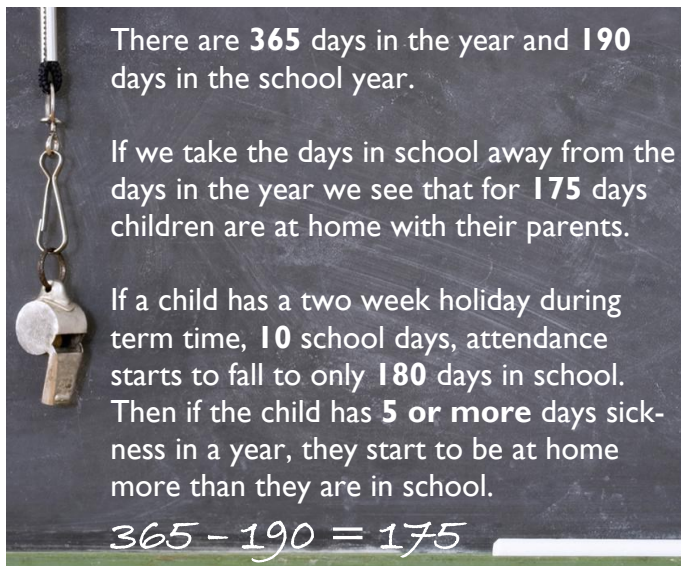
Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

Remember children can be tired when coming out of school, so a short chat over a snack may produce a better result than a long list of questions.

If your child raises anything that concerns you, it is much better to raise it with your child's school, usually the class teacher, at the earliest opportunity. Allow the school the opportunity to address any concerns or difficulties. This often can help put your mind at rest, know that your child is ok and is doing well in school.

In Hampshire we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their child to do this is by ensuring they attend school everyday.

Parents can often feel that more time is spent at school than at home. By completing a quick and easy sum we can see just how many days children attend school.



There are **365** days in the year and **190** days in the school year.

If we take the days in school away from the days in the year we see that for **175** days children are at home with their parents.

If a child has a two week holiday during term time, **10** school days, attendance starts to fall to only **180** days in school. Then if the child has **5 or more** days sickness in a year, they start to be at home more than they are in school.

$$365 - 190 = 175$$

As the parent you are responsible for ensuring that once your child is registered at a school that they attend regularly and punctually. Starting good habits earlier on is much easier than trying to change poor attendance habits, battling with your child to attend school and struggling to get out of the door on time. Be organised, have a plan, be consistent and involve your child.

School absence falls into one of two categories; **Authorised**, those which schools can give you permission for and **Unauthorised**, those which they will not.

Examples of absences which the school is unlikely to authorise can include:

- **Sickness of a parent, or other family member**
- **Inadequate clothing for school**
- **Child being used as a carer**
- **Problems with transport**
- **Non urgent medical treatment**
- **School refusal or truancy**
- **Days off for birthdays, shopping trips**
- **Family Holiday without a prior approved holiday form being completed**



Whilst as a parent you may think you can give your child permission to be at home, you cannot. **The only person who can give permission for a child to be absent from school is the school's Headteacher.**

If your child will be absent from school, you must notify them by telephone call on the first day of absence and follow this up with a note once the child returns to school. The school's Headteacher will decide whether or not to authorise the absence, depending upon the reason given.