



Great Horwood Church of England Combined School

School End, Great Horwood, Bucks, MK17 0RG

Headteacher: Mrs Paula Shaw

Our Christian School values: Love, Perseverance and Respect

School Attendance Statement

If your child is absent from school, you must contact the school by 9.30 am to inform the school as to why your child is absent. A phone call must be received by the school for every day that your child is not in school. Authorisation will only be given for absence if the child is unwell, and not if a sibling or a parent is unwell. Authorised absence may be given for other mitigating and exceptional circumstances – this will be at the discretion of the Headteacher and a Leave of Absence form must have been submitted four weeks prior to the requested dates. Forms submitted after the absence will be unauthorised. If the school has not been contacted when a child is absent, the school will contact the parent to confirm the whereabouts of the child and that the child is safe. Any unexplained absences after 9.30am will be recorded as unauthorised. Please send in a note explaining your child's absence on their first day back at school even if you have already spoken to us.

All medical appointments should be taken out of school where possible, including dentist appointments. It is very disruptive for the children to miss parts of a lesson for a medical appointment. Written evidence (e.g. letter or appointment card) should be brought into the school for all medical appointments and children should attend school before the appointment and should return to school after the appointment.

As a school we will be monitoring the attendance of all of our children very closely in line with the attendance policy. Pupil attendance is monitored half termly and where any child's attendance falls below 94%, we will place that child on a monitoring system. A letter will be sent to you and your child's attendance will be monitored for a further five weeks. If no improvement is seen during this time then the case may be referred to the County Attendance Team. The school and national target for attendance is 96% and any attendance that is 90% or below is currently considered to be persistent absenteeism by the DFE. Whilst we understand this may be for genuine reasons, it obviously causes us concern and could be having a detrimental effect on your child's progress in school.

As a school we do not routinely authorise children to take holiday during school time. Unless it has been previously authorised for exceptional reasons, any holiday in term time will be recorded as an unauthorised absence. Unauthorised absence may trigger the procedure for Penalty Notice consideration by the Local Authority's Attendance Team in line with Section 444 of the Education Act, Local Authority guidelines and agreed school policy. The complete policy can be found on the school website.

At Great Horwood Church of England Combined School, we believe that in order for a child to achieve their full potential, they need to be in school and making the most of the learning opportunities offered to them. Absence from school can cause gaps in the children's learning and affect the progress that they make. We are aware that the majority of our children are only absent from school for genuine reasons and we would welcome your support and co-operation in implementing this Government policy.

Mrs P Shaw
January 2017