

## The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

## Help and Support

If you need help with attendance you must **talk to the school about it as soon as possible.**

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem.** If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.



# School Attendance

## Essential information for Parents/Carers

### Horndale County Infant and Nursery School

Scholars Path, Newton Aycliffe  
Co Durham DL5 7HB  
01325 300228



## Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances.

### Lateness



School starts at 9.00 a.m.

Your child will receive a late mark if they arrive after this time. The register closes at 9.30 a.m.

If your child arrives after this time, they will receive an unauthorised absence mark.

### If Your Child Is Absent You Must:

- Contact school on the first morning of absence 01325 300228 Option 1.
- Keep school informed on a regular basis if your child is absent for a long period.

### **Failure to do these things may result in your child's absences being unauthorised**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

### **Medical Appointments**



If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. **If your child is well enough to go back to school following the appointment they should do so.**

### Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

### Holidays / Leave of Absence

Please request an **application form** from school. Holidays in Term Time are not classed as exceptional circumstances and will not be authorised by the Head Teacher.

### **Persistent Absence**

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for enforcement Action



**Please remember to contact us if your address or contact details change!**