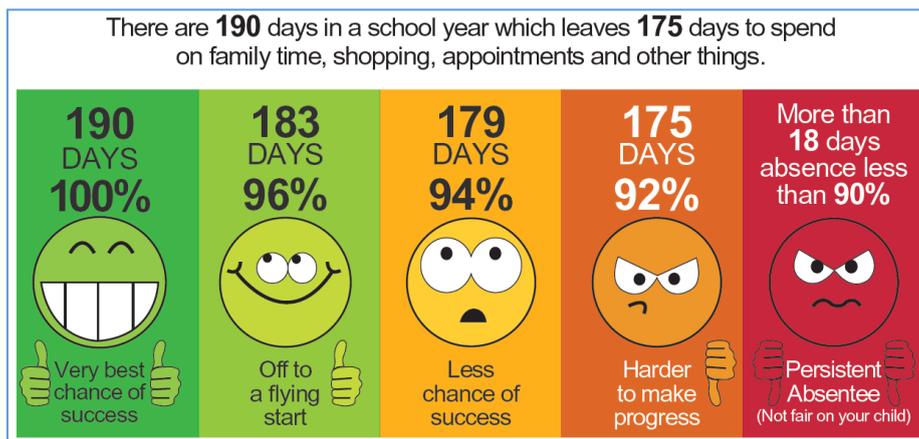


Attendance – a quick guide for parents /carers

This is a quick guide for parents on how to ensure your child achieves excellent attendance. **This is not our attendance policy.** Our attendance policy can be found in the parents section on our academy website.

We expect your child to attend school every day unless they are too ill. Children with minor illnesses can attend school and arrangements can be made to administer medication if necessary. Excellent attendance is only possible when parents/carers and school work together. The academy sends out regular information on attendance. If you have any concerns about attendance, please do not hesitate to talk to the attendance team or a member of the senior leadership team.



Holiday in Term Time

- We do not authorise holidays during term time for any length of time. This includes parents visiting family members for any reason.
- Parents taking children out of school during term time will be fined and the absence will be unauthorised. The fine is £120 per child for family with two parents and must be paid to Doncaster Council within 21 days. If the fine is not paid within 21 days, the fine will double. The fine must be paid within 28 days or this could lead to prosecution.
- Parents must meet with the attendance team and a member of the senior leadership team before making arrangements for the holiday.
- Parents must meet with the attendance team and a member of the senior leadership team on return.

Medical and Dental Appointments

- Where possible, non-urgent medical and dental appointments should be made after school or during school holidays.
- We understand that consultant or hospital appointments sometimes need to be arranged during school hours. In this instance, where possible, children must be brought in before and or after the appointment.

First day absence and home visits

- If your child is too ill to attend school, parents/carers need to ring school before 8.15am.
- If a phone call has not been received by 9.15am, the attendance officer will ring home. If they are unable to speak to a parent/carer or get a satisfactory reason for the absence they will make an unannounced home visit as soon as possible that day to ensure the child is safe.
- Home visits will also be made where there are general safeguarding concerns, queries about a persistently absent child or just to confirm that a child is too unwell to attend.