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| **Cause for Concern**  If your child’s attendance falls below 95% then one or more of the following could occur:  1. Regular contact from the school.  2. Parent Family Support Advisor involvement.  3. School liaison with the Education Welfare Officer and their possible involvement.  4. Follow up attendance meeting for parents, pupil, Head and Education Welfare Officer.  5. Possible legal action if there is no improvement.  **LATE TO SCHOOL**  **LATE TO LESSONS**  **LATE TO WORK**  **STOP THIS HABIT NOW BEFORE IT SERIOUSLY DAMAGES YOUR OPPORTUNITIES IN LIFE**    Any parent who has concerns over their child’s attendance should speak to the Headteacher.  Huish Episcopi Primary School:  01458 250673  Email:  [office@HEPS.ppat365.org](mailto:office@HEPS.ppat365.org)  **Why does attendance matter?**  **The importance of good attendance.**  Research shows that there is a direct link between good attendance and achievement in school. Poor attendance can have a direct effect on a pupil’s attainment and their future life chances.  For example, 90% attendance might sound quite acceptable but what that means in reality is……  • On average half a day of school missed every week. (Would an employer think this is an acceptable rate of attendance?)  • This would also mean in one year, four whole weeks of schooling missed.  • In five years, it would mean half of a school year missed.  Habits of poor attendance and lateness in school are often repeated in working life.  **It is the responsibility of parents or carers to contact the school as early as possible on the first day of absence. If a pupil is absent for more than one day, the school must have a written note of explanation.** |  | **What We are Doing to Support Attendance**  At Huish Episcopi Primary School, all staff understand how important attendance is and encourage a positive ethos regarding attendance for all pupils. Individual attendance is monitored closely.  Following a pupil’s absence we will support every individual in catching up on any missed work. Should a pupil have a long term or recurring illness, work will be sent home.  Those students whose attendance falls below 90% and fall into the **CONCERN** band will be referred to the Education Welfare Officer.  **Parent Family Support Advisor (PFSA)**  The Huish CLP has a dedicated Parent Family Support Advisor, Susie Wedley. Her role is to work in partnership with families and the school helping every child to be as successful as possible.  25489-Huish-Episcopi-Primary-Logo-RGB  Huish Episcopi Primary School  North Street  Langport  Somerset TA10 9RW  **Categories of Attendance**  Attendance is reviewed regularly and pupils fall into one of the categories below:  100% Excellent    98% Very Good    Below 95% CONCERN 1st  letter  Below 90% Serious CONCERN  Education Welfare Officer  involvement  If a pupil’s attendance falls below 90%, there may also be a referral made to the Parent and Family Support Advisor. If a pupil has more than ten unauthorised sessions of absence in a year legal action may be considered.  **Two Major Issues Affecting Attendance**  **TERM TIME/MEDICAL ABSENCE**  There are only 190 school days in a year and 175 non-school days.  **Term Time Absence**  Taking your son/daughter out of school for two weeks (ten days) will reduce attendance to 94% before any account is taken of days off for illness or other circumstances. |  | P:\CLP\New CLP image.jpg  **ATTENDANCE AT SCHOOL**  **IS A PRIORITY**  **Guidelines for Parents and Pupils**  ***Welcome to***  ***Huish Episcopi Primary School***  ***Working in partnership, putting children first***  ***Part of the***  ***Huish Community Learning Partnership***  Our school is part of the Huish Community Learning Partnership. This is a group of local schools who work together to inspire every individual to be a better citizen than they ever thought possible.  This leaflet is designed to inform you about our Attendance Policy. Please take a moment to read through it.  Pupils who are taken out of school for holidays may never catch up on work missed. As much learning is built on previous learning, this can have a significant detrimental effect to their progress.  The law says that parents do not have the right to take their children out of school for holidays during term time.  Huish Episcopi Primary School will only authorise term time leave in **EXCEPTIONAL** circumstances.  If the school refuses a request for term time leave and the pupil is still taken out of school this is recorded as an **UNAUTHORISED** absence. A Warning Penalty Notice can be issued in this instance.  **Medical**  We, as a school, have to satisfy ourselves that absences are genuine but we would not expect any parent to send their child to school if they are genuinely ill.  Long term or recurring medical absence needs to be supported by a Doctor’s note. |