

Absence due to a funeral

Requests for absence due to a funeral of an immediate relative must be put in writing in advance either in your child's planner or in a letter and shown to your child's tutor who will forward the information to Mrs. Harvey. Absences for funerals will generally be authorised.

Medical

We do not expect any parent to send their child to school if they are genuinely unwell. If your child is absent for 5 days or more then medical evidence in the form of a prescription, doctor's or hospital letter must be provided to support that absence.

If your child is feeling 'under the weather' it is best to bring them into school. We will contact you if your child is too ill to stay at school.

If your child has a medical issue that may affect their attendance or requires a Medical Plan then parents should contact Mrs. Harvey who can discuss the issue and provide the appropriate support in school.

Arriving late to School

When a child arrives late to school it can be very disruptive not only for the child but also for the rest of the class and the teacher. If a child does arrive late to school but before 9.25 a.m. they will be marked as late on the Register. If your child arrives to school very late (after 9.25 a.m.) and the lateness was not due to an appointment then they will be marked as 'unauthorised late' – this is the same as an unauthorised absence.

Education Welfare Officer (EWO)

Pupils whose attendance is continually causing concern will be referred to the Education Welfare Officer (EWO). The EWO visits the School regularly to monitor attendance and discuss ways to bring about improvement in a pupil's attendance in order to avoid legal action for non-school attendance.

Swanmead Community School's

Education Welfare Officer is

Sarah McEvansoneya

Office Telephone: 01935 463888



Swanmead Community School

Contacts

for

Attendance Matters

Debbie Harvey

Pupil Support – Attendance, Medical
& Vulnerable Pupils

Telephone: 01460 – 52431

Email: DEHarvey@educ.somerset.gov.uk

Mark Walker

Headteacher

Telephone: 01460 – 52431

Email: MWalker1@educ.somerset.gov.uk



Swanmead Community School

**ATTENDANCE
AT SCHOOL
IS A PRIORITY**

**Information and Guidance for Parent/Carers
and Students**

Headteacher: Mr. M. Walker
Swanmead Community School
Ditton Street, Ilminster, Somerset TA19 0BL
Telephone: 01460 52431
Fax : 01460 55305
e-mail: Swanmead@educ.somerset.gov.uk
web address: swanmeadschool.co.uk

PUPIL ABSENCE NUMBER:

07518 393118

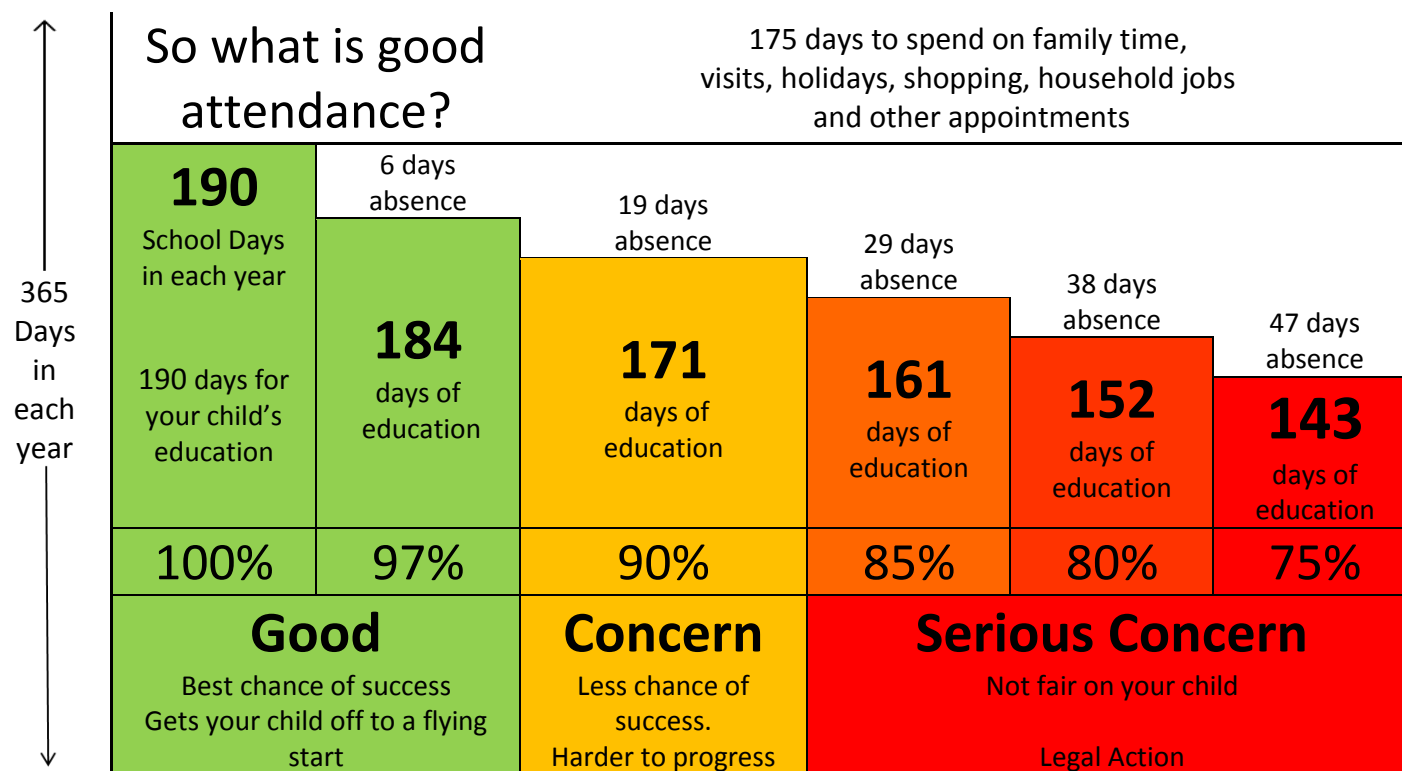
Why does attendance matter?

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.

For example, 90% attendance might sound quite good but what this means in reality is :-

- On average half a day's school missed every week
- This would also mean in one year four whole weeks of school would be missed

Pupils whose attendance is good are more likely to feel happy within their peer group socially, feel better able to 'keep up' academically and more able to cope with the many demands of a busy school life. Good attendance habits and punctuality in school are often carried into later life.



Major issues affecting school attendance Term Time Leave

Pupils who are taken out of school during term time may find it hard to catch up and this can have a detrimental effect on their learning.

The school has to be informed of any term time leave in advance using the term time leave form which must be completed and passed on to Mr. Walker. The Law states that parents DO NOT have the right to take their children out of school for holidays during term time, therefore unless the circumstances are considered exceptional (according to the DfE guidelines) no term time leave will be authorised. The school will not issue work during term time leave as your child should be in school.

Swanmead Community School does follow the attendance legislation set by the Government (1st September 2013) the details of which are as follows:-

- 20 continuous sessions unauthorised absence (10 full days) or more and no other absences = Penalty Notice issued (£60 per parent per child e.g. 2 parents with 2 children = £240).
- 10 continuous sessions unauthorised absence (5 full days) or more and other absences which cause the attendance percentage to be 96% or lower = Penalty Notice issued (£60 per parent per child e.g. 2 parents with 2 children = £240).
- 10 intermittent sessions (5 full days) in 12 school weeks = possible Warning Penalty Notice or referral to Education Welfare Service.

A Warning Penalty Notice attendance is monitored by the Education Welfare Officer for three months and 15 days. If no further unauthorised absence is accrued, no further action is taken at this time. If it is failed, a Penalty Notice will be issued.

A text message or voicemail can be left at any time but **MUST** be left before 9 a.m. on the first day of absence. If you prefer to send an email regarding your child's absence then please send this to DEHarvey@educ.somerset.gov.uk before 9 a.m. on the first day of absence. Your message must include details of the illness or the school could mark the absence as unauthorised.

It is the responsibility of the parents or guardians to contact the school as early as possible on the first day of absence

The School's pupil absence number for voicemail or text messages is: 07518 393118