



# Roberts Primary School

## Our Attendance Policy - What Happens:

Absence is classed as any time a child is away from school, either through illness or holiday.

### Illness:

If your child is ill, call the school as early as possible (AND BEFORE 9.30am) and let the School Office know your child will not be in school – 01384 818275.

If your child is ill the following day, please call the School Office know again that your child will not be in school.

If we have not had a phone call by 9.30am, you will receive a call from school asking you why your child is absent and reminding you to contact school. Please phone school.

### Holiday:

The school must be given at least 20 days' notice of any holidays you intend to take.

Use the school's "Request for Absence" form, available from the school office, and include a letter to the Headteacher giving as much detail as you can.

All holiday requested will be classed as unauthorised except in very exceptional circumstances.

You will be notified of the school's decision.

If we are concerned about your child's attendance, you will be notified of this.

If your child's attendance does not improve, you will be invited into school to meet with the Deputy Headteacher to discuss further ways in which your child's attendance can be improved.

Absence will be checked regularly and further referrals to the Education Investigation Service will be made, possibly resulting in a fixed penalty fine.

If more than 20 unauthorised days of school are missed, the Deputy Headteacher will look at the reasons given. You may then receive a letter informing you that further absences will not be authorised.

If your child has 10 or more unauthorised days within 30 school days we will automatically refer your family to the Education Investigation Service.

All fixed penalty fines are issued by the Education Investigation Service and not the school. A fixed penalty fine is currently £60 per child per parent per child.

*A full version of the Attendance Policy can be found at [www.robertsprimary.org.uk](http://www.robertsprimary.org.uk) or a copy can be made available at the school office.*