



**Melland  
High School**

Bright Futures EDUCATIONAL TRUST

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# School Attendance

## A Parent/Carer Guide



## **Why attendance is important?**

Regular school attendance is essential if pupils are to achieve their full potential. We believe that regular school attendance is the key to enabling pupils to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults, able to realise their full potential and make a positive contribution to their community.

## **How can I help?**

- Make sure that your child goes to school regularly and arrives on time.
- If your child is absent, contact the school on the first day of absence, give the reason and let us know when they will return
- If you want permission for your child to miss school due to an exceptional circumstance, you must apply for permission well in advance and give full details. Absences can only be authorised by the school. Do not expect the school to agree to shopping trips, day trips, birthdays or looking after a younger sibling
- Take an interest in your child's school work and engage with the whole school community
- Support the school in helping your child to achieve their aspirations

## **What about medical appointments?**

Where possible, every attempt should be made to arrange such appointments outside school hours. The school should be notified of any appointments held within school time. Where possible your son / daughter should return to school after the appointment.

## **Can I take my child out of school for a holiday?**

Parents/carers do not have a right or entitlement to take their child out of school for a holiday. If you need to take your child out of school for a family holiday due to special circumstances, you must request permission from the school. Each request will be considered individually. If permission is not granted and you still take your child out of school for a holiday, the absence will be classified as unauthorised.

## **What if there are concerns about my child's attendance?**

We recognise that poor attendance is often an indication of difficulties in a child's life.

This may be related to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance. This will help the school identify any additional support that may be required and implement a range of strategies to support improved attendance.

Support offered to families will be child centred and planned in discussion and agreement with both parents/carers and pupils.

## **The Law**

By law, all children of compulsory school age must attend full-time education. A minimum of 5 days of unauthorised absence may result in the issuing of a Penalty Notice. A fine of £60 may be imposed rising to £120 if unpaid after 28 days. Failure to pay may lead to prosecution.