

# NOTRE DAME HIGH SCHOOL



## ATTENDANCE AT SCHOOL



## PARENTS' INFORMATION LEAFLET

## Why is attendance important?

By Law, parents of children of compulsory school age (5-16) are required to ensure that they receive a suitable education by regular attendance at school. Failure to comply with this statutory duty can lead to prosecution. Local Education Authorities are responsible in law for making sure that pupils attend school. Where a day pupil of compulsory school age is absent, schools have to indicate in their register whether the absence is authorised by the school or unauthorised.

## What does Notre Dame expect regarding my child's attendance?

100%! Certainly not less than 92%. Attendance is recorded on a period-by-period basis. One day off school is recorded as 2 absences - one in the morning and one in the afternoon. 4 weeks absence from school (20 days) = 10%.

## What happens if my child's attendance drops below 92%?

- On returning to school your child will be interviewed by their Guidance Teacher.
- Attendance will be closely monitored and where there is no improvement, a letter will be sent to the parent/carer.
- Parents/carers will be asked to attend an interview in school to discuss the reasons for poor attendance.
- Finally, the parent/carer would be called to appear at an Attendance Council or Children's Panel.

## What do I do if my child is absent?

Phone the school on the morning of the first absence. Explain the reason for absence and when you expect them to return to school. If you are unable to give a date for return, you should inform the school **each morning of absence**. Failure to do so will trigger the automated Absence Monitoring Call. Pupils should supply a note confirming dates of absence and the reason for it. A note must be provided even if you phone the school during your child's absence. This note will be given to the child's Registration Teacher, where it is recorded. If no note received, the absence will be recorded as unauthorised.



**Absence Monitoring Calls** are sent out just after 10 a.m. each morning. If your child is running late or misses registration, they should report to the school office before going on to class to avoid getting a call.

### **What if my son/daughter has an appointment?**

Parents are requested to make medical or dental appointments after school, or, if this is not possible, to make an appointment close to 8.50 a.m. or 2.55 p.m./3.45 p.m. This will allow your child to be marked present for part/all of the day. Pupils should bring in a note and/or medical appointment card **before** the appointment



date and take it to Guidance who will issue a pink permission slip. Pupils will then bring the slip to the School Office to have permission recorded. When returning to school, office staff will sign pink slip with time of arrival for pupil to give to their next teacher.



### **What if I want to take my child on holiday during term time?**

Taking children out of school during term time is not ideal and should be avoided whenever possible. There is no legal right for a pupil to have days out of school for the purpose of a

holiday, except in exceptional circumstances such as bereavement or after a prolonged illness. If you are going to take your child out of school for this purpose, you should make a written request to do so. The letter should be sent to the Head Teacher. Your child's absence will be recorded as unauthorized.

School office opens at 8 a.m. - 5 p.m. Monday - Thursday

8 a.m. - 4 p.m. Friday