

Education Welfare Officers

If your child's attendance is unsatisfactory and not improving despite support from the school, the school will make a referral to their Education Welfare Office (EWO).

The EWO may write to you or ask to meet with you and your child at home or school to discuss these difficulties. The EWO will then agree with you a plan of action to improve your child's attendance. This may involve further support in school or from other outside agencies such as Health or Social Care.

Additional Help

If you have any questions or require further information regarding your child's absence or taking holidays during term time, please telephone 01773 602106 extension 1051 and ask for Mrs Parkin, Attendance Manager. Alternatively, email kate.parkin@swanwickhall.ttct.co.uk or you can download our Attendance Policy from the school website: www.swanwickhall.derbyshire.sch.uk

Useful Links

www.derbyshire.gov.uk

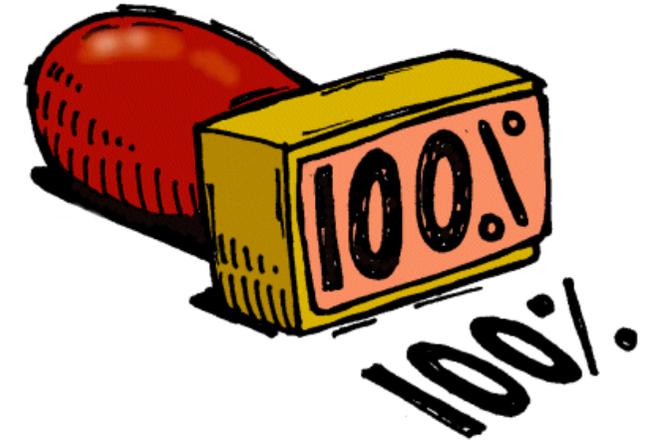
www.direct.gov.uk

175 days to spend with friends and family	143 days of education	75%	SERIOUS CONCERN
	152 days of education	80%	
	161 days of education	85%	
↑	171 days of education	90%	WORRYING
	180 days of education	95%	GOOD
175 Non School Days a Year	190 school days in each year	100%	GOOD

SWANWICK
HALL SCHOOL



Is Your Child at
School Today?



School Attendance
Information for
Parents/Carers

Introduction

Going to school regularly is important to your child's future. For example, children who miss school frequently can fall behind with their work and do less well in exams.

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

What you can do to help

Making sure they understand the importance of good attendance and punctuality.

Taking an interest in their education - ask about school work and encourage them to get involved in school activities.

Discussing any problems they may have at school - inform their teacher or headteacher about anything serious.

Not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work.

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school. Under normal circumstances, you should not expect the school to agree to your child going on holiday during term time.

Authorised and Unauthorised Absence

If your child is absent and school either does not receive an explanation from you or considers the explanation unsatisfactory, it will record your child's absence as 'unauthorised'.

Most absences for acceptable reasons will be authorised by your child's school, i.e.;

- Sickness
- Unavoidable medical or dental appointments (if possible, these need to be arranged during the school holidays.
- Days of religious observance
- Exceptional family circumstances, such as bereavement
- Organised sporting event (official paperwork from the relevant sporting body must be submitted)

Attendance and the Law

By law, all children of compulsory school age (five to 16) must receive a suitable full-time education. For most parents, this means registering their child at a school - though some choose to make other arrangements to provide a suitable, full-time education.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted.

Leave of absence in Term Time

Parents are reminded of the amendment to education regulations that came into force last September. The Head teacher may not authorise any leave of absence unless there are **exceptional circumstances**.

Parents needing leave of absence should complete the exceptional circumstance request form which is available from student services or on the school website. Leave of absence for holidays will not be authorised.

Parents who take their children on holiday without permission will incur unauthorised absences which could result in a penalty notice being issued to each parent/carer of each child.