

One of a series of fact sheets based on frequently asked questions (FAQs)

## RCCS FAQs: PUPIL ATTENDANCE

***Attendance at school is vital if pupils are to achieve their potential. We expect pupils to be in school on time every day, unless they have a very good reason not to be, and we will challenge both lateness and non-attendance***

### **What if my child is too ill to be in school in the morning?**

Once you are certain the illness is genuine, you should phone the school and press option "1" when invited to do so. You should then leave a brief message giving your name, your child's name and the reason s/he is off school. You should write a note for your child to bring in to school on her/his return.



**What if I wish my child to be absent for another important reason (other than a holiday)?** You must contact the school in advance. Of course we are sympathetic to sensible requests such as attending certain family events.

**Can I take holidays in term time?** This can be authorised at the discretion of the head teacher. Permission is likely to be refused if attendance has been poor over the year, or during a period of examinations

**My child is not ill but does not want to come to school. What should I do?** This must be addressed as a matter of urgency. You must contact the school and speak to the appropriate Progress Co-ordinator for your child. We can then investigate the reasons and try to sort things out as quickly as possible. In the meantime please do everything you can to get your child to school

**What if my child has a medical or dental appointment?** Please provide a note. Your child can then sign out at the PASS office at the appropriate time and be collected. S/he should return to school afterwards, unless advised not to by the doctor or dentist.

**What are the consequences of my child not being in school for a prolonged period?** You are likely to receive a visit from the Education Welfare Officer. If there is no change, as a parent you may be subject to prosecution and liable for a fine or even a term of imprisonment. Furthermore, and perhaps even more importantly, your child is far less likely to achieve success. In all cases there must be a dialogue between you and the school to resolve any issues, and this must happen as early as possible



**How do you monitor attendance? Do you reward good attendance?** We take registers at ALL lessons. And yes, absolutely! We give special merits to good attenders and reward pupils with trips at the end of the term or year.