

If we can help you with this then please contact the school and arrange an appointment with form tutor, Miss Jones or Mrs May.

We each have a role to play to ensure that your child makes the most of their education.

We welcome your support and value your involvement.

Email: office@rowans.medway.sch.uk



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The Rowans

School Attendance
and
Absence Information

Education is the most powerful weapon which you can use to change the world.

Absence

365 DAYS IN A YEAR	190 SCHOOL DAYS IN TOTAL	ABSENCE
100% attendance	190 days	0
95% attendance	180 days	2 weeks
90% attendance	171 days	4 weeks
85% attendance	161 days	6 weeks
80% attendance	152 days	More than half a term
75% attendance	143 days	9 + weeks

Parent/Carer Responsibilities

Parents/Carers must telephone the school on the first day of absence and every subsequent day thereafter.

On the second consecutive day of illness absence, medical evidence must be provided. If medical evidence is not provided all those absences will be unauthorised.

Get up
dress up
show up &

If your child is unwell you should let us know by

- Telephoning the school office on 01634 338803 by 8.30am
- Leave a clear message outlining what is wrong.

The school will monitor absence and lateness in the following ways:

- Telephoning home on the first day of absence
- Weekly checking of attendance with the Attendance Advisory Practitioner.
- Referring low attendance and/or unauthorised absence to the Attendance Advisory Practitioner.
- Inviting parents/carers into school for Attendance clinics.
- Issuing Fixed Penalty Notices or prosecution.

Lateness



Lateness will be referred to the Attendance Advisory Practitioner.

Holidays

Holidays in term time will **not** be authorised.

Authorised Absence



Only the Head Teacher can authorise an absence. They are not obliged to accept your explanation. Sickness absences may be authorised for a maximum of 2 days without medical evidence.

Absences will not be authorised if:



- You do not provide medical evidence on the 3rd day of any sickness absence.
- Another member of the family is ill.
- The family have overslept or had a late night.
- There are problems with school uniform.
- You have forgotten school dates.
- Your child attends a medical/dental appointment for more than half a day without written proof that it is necessary.
- There is an annual family event such as a birthday.
- You take your child shopping.
- The weather is bad

- Telephone the school before 8.30am every day of your child's absence
- Notify the school in advance, of any medical appointments and bring in appointment cards/letters as evident
 - Respond to school enquiries about school absences.
 - Do not take holidays during term time
 - If you are not sure whether your child is well enough to attend school, bring them in anyway as they often perk up throughout the day. We will contact you if they do not improve.

The Law

Your child must receive full-time education. As a parent you are responsible for making sure this happens. Irregular attendance will negatively affect your child's education.

A low attendance rate will slow down your child's educational progress; affect their learning and their progress

The national average for attendance is 96%

Following 10 unauthorised absences each parent will be issued with an instant £60 penalty fine payable to Medway Council. **If unpaid the fine increases to £120.**