

Reporting Absences

Parents must call school to report their child's absence each day. A member of staff may call to speak to you.

Home visits will be completed when a child has not been in school for 3 days or more or if we are unable to contact parents and are concerned.



95%	=	47 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	95 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 day
85%	=	142 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	190 LESSONS MISSED EACH YEAR 32 days in total or 6 weeks and 2 days



Support for Families

Please speak to Ms Chau or Ms Lycett if there is anything that school can support with in terms of pastoral support and attendance.

Below are some things that we can offer:

- Individual Support Plans
- Wellbeing support
- Attendance Focus Group in school
- Referral to Tower Hamlets Education Wellbeing Service
- Referral to the School nurse
- Referral to Parenting programmes
- Referrals to Early Help
- Referrals to external agencies

School Rewards for Attendance

- Weekly extra play time for the class with the highest attendance
- Termly Attendance Focus Fortnight with an individual reward for children who achieve 100% across the fortnight
- Class rewards for classes who improve their attendance and achieve the best overall attendance
- End of year reward and celebration for children who achieve 100% attendance

Top Tips for Good School Attendance

- Get school bags and clothes ready the night before
- Lay out breakfast the night before
- Set an alarm before going to sleep
- Keep a regular bedtime routine
- Try to leave a few minutes early
- Let school know if your child is worried about anything

Attendance at Thomas Buxton



A place of learning, laughter and friendship
www.thomasbuxton.towerhamlets.sch.uk
Thomas Buxton Primary School
 Learning Together

School Target = 97%

Children who have excellent school attendance:

- Make better progress.
- Build strong friendships and develop healthy social skills.
- Feel part of the school community.
- Develop good habits for the future (secondary school, work).
- Are generally happier.

Missing 1 day a week equals around **40 days a year** – that's **8 whole weeks of learning!**

Medical appointments

Where possible all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. School may not authorise the time off school if medical evidence is not provided.

Illness and Injury

Children are expected to attend school with minor ailments (toothaches, headaches, stomach aches, colds, sore throats). School will contact parents if children become too ill to remain in school. Temporary medication can be brought in for school staff to administer if necessary.

Children who have sustained an injury can also be in school. We will work with parents to create a personal support plan to ensure children are safe and cared for in school.

Fixed Penalty Notices

If children are absent from school for a term time holiday or another unauthorised absence of 10 or more sessions (5 days) within a rolling 10 school week period then school will issue a fine, in line with Tower Hamlets guidance.

The first absence and penalty notice

The fine for school absences is £80 per parent, per child if paid within 21 days, or £160 per parent, per child if paid within 28 days.



The second absence and penalty notice

If the second fine is within 3 years of the first, it will be £160 per parent, per child. If the fine is not paid within 28 days, then you may be taken to court.



The third absence and any further absences

If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to Magistrate's Court. If you are taken to court, then you may be fined up to £2,500 or face a jail sentence of up to 3 months. The court may also issue a Parenting Order, and this also will appear on a parent's future DBS certificate as a 'failure to safeguard child's education'.

For example, on the first absence: 3 siblings absent for term time leave would result in each parent receiving 3 separate fines at a total of £480 for the family. The second time would be £960.

Authorised Leave

Authorised absences might include:

- Illness (medical evidence may be required)
- Medical or dental appointments (please try to book outside of school hours)
- Religious celebrations
- Exceptional family circumstances (this must be agreed with the headteacher)

Unauthorised Leave

Unauthorised absences might include:

- Holidays during term time
- Shopping trips, birthdays, oversleeping
- Looking after siblings or other family members
- Collecting family from the airport

Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made in writing to the Head Teacher.

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent of the child is guilty of an offence."
(Education Act 1996)

Did you know?

10 MINS LATE
EVERY DAY = **33** HOURS LOST LEARNING EACH YEAR.