



Be an Attendance Hero...



Here

Everyday

Ready

On Time

WHY IS GOOD SCHOOL ATTENDANCE IMPORTANT?

Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend every day unless there is an unavoidable cause such as illness. Missing school damages a child's learning, disrupts routines and can impact on their wellbeing.

UPDATED JANUARY 2023

WHAT SHOULD I DO IF MY CHILD IS ABSENT FROM SCHOOL?

Children should not attend school if they are genuinely too unwell to do so. If they are sick or have diarrhoea, then they should not attend school for 48 hours. Parents must telephone the school as early as possible on the first morning of each absence to give the reason. The school has a designated telephone line for the reporting of absences. (Tel 01233 621616). Parents must ensure that their contact details in the school office are up to date and advise us as soon as possible if any details change.

Please make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let us know about the appointment.

You may be asked for medical documents or an appointment card if your child is regularly absent due to illness or dental/ medical appointments. If your child has an ongoing diagnosed illness, you are advised to let us know and to keep copies of letters from health professionals and also any appointment cards or prescriptions.

WHAT SHOULD I DO IF MY CHILD IS STRUGGLING TO ATTEND SCHOOL?

You must:

- Talk to your child—try to find out why
- Try to understand what is happening for your child and help them to resolve the problem.
- Talk to a member of our school staff (your child's teacher, our Family Liaison Officer (FLO), Mrs McGibney, a member of the Management Team) to discuss the situation and look for solutions. We may be able to signpost you to other agencies for further support such as the school nursing service or Early Help.

The school may be able to help with the administration of prescription medicines during the school day. Further details about medication in school is outlined in our medical needs policy which is available on the school website, alternatively, please contact the school office.

We can also work with our Local Authority appointed, School Liaison Officer to help with your child's attendance.

WHAT IF I WANT TO GO ON HOLIDAY DURING TERM TIME?

Holidays in term time are not usually authorised unless there are very exceptional circumstances. Please refer to the school's attendance policy for further details. Please be honest about your intentions; you must always ask permission from the Headteacher if you are intending on taking your child out of school for the purpose of holiday.

Dates of school holidays are always issued a year in advance and are available on the school website, enabling parents to plan ahead.

You might be at risk of a penalty notice if you go on holiday in term time and the absence is not authorised.

SCHOOL ATTENDANCE AND THE LAW

It is important parents and carers promote regular school attendance, understand their responsibilities and the consequences of their child having absence from school.

Parents and carers commit an offence if a child does not attend school regularly and the absence is not agreed by the school (i.e. the absence is unauthorised). A child's unauthorised absence from school could result in one of the following:

Penalty Notice

The penalty is £60 payable (per parent, per child) within 21 days, rising to £120 if paid between 22 and 28 days. A penalty notice is an alternative to prosecution; it does not require a court appearance, but still aims to improve school attendance. Failure to pay may result in prosecution.

Penalty notices may be issued by the Local Authority, where a child has 10 or more sessions (1 day=2 sessions) of unauthorised absence within a 10 day period, These days do not have to be consecutive.

HOW CAN I IMPROVE MY CHILD'S PUNCTUALITY

The school gates open at 8.40 a.m. for early morning work and close at 9.00. All children are expected to be in school by 9.00 a.m.

In order to help your child arrive on time...

- Make sure your child gets up in good time to have breakfast.
- Encourage your child to pack their bag and lay out their clothes the night before.
- Give yourself enough time to travel to school, ensuring that you make allowances for possible traffic delays. Remember that traffic is always heavier on wet days, so walking to school is far more reliable. Please remember that if you do drive to school, park at Chimney's car park.
- Walking to school means you are better able to gauge how long your journey will take.



The school runs a Breakfast Club from 7.50 a.m every day of the week. The children are able to have breakfast and enjoy a range of different activities. For details about availability of places and charges, please contact our Breakfast Club team breakfastclub@godinton.kent.sch.uk

**HELP YOUR CHILD TO BE AN ATTENDANCE
HERO AND REMEMBER, EVERY SCHOOL
DAY COUNTS**