Sacred Heart
Catholic Primary School

Learning in Love



Attendance and Punctuality Guidance for Parents and Carers



WHEN SHOULD YOUR CHILD NOT ATTEND SCHOOL?

It Is recognised that there will be times that children do not attend school, these may include:

- When your child is deemed too unwell to attend, for example, a high temperature, chicken pox and other infections illnesses. **https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/**
- When your child is required to attend a medical appointment. When this falls during a school day, we expect your child to attend school before the appointment and return after the appointment, wherever possible.
- Religious observances and festivals eg Eid.
- Unforeseen family circumstances, such as attending a funeral.
- When the Government orders schools to close, eg state funeral.
- As a result of a pandemic risk assessment eg Covid 19.



EDUCATION ACT 1996



It is a legal requirement that children attend school every day and essential that they arrive on time each day.

Articles 28/29 of The UN Convention on the Rights of the Child state that 'Every child has the right to an education. Education must develop every child's personality, talents and abilities to the full.'

Children who miss education, whether by taking days off or by arriving late at school, will miss important aspects of their educational routine and learning and will inevitably be disadvantaged by this.

WHAT IS GOOD ATTENDANCE?

The UK Government expects that all children or young people, except those with medically confirmed acute or chronic health challenges, have a school attendance percentage of 95% or above.

Children or young people with attendance of 90% or below are classed as 'persistently absent'.

It is essential for parents and carers to be aware that Sacred Heart School does not authorise holidays during term time, except in exceptional circumstances and only by prior arrangement.



Forms to request leave in exceptional circumstances are available from the school office.

WHAT SHOULD YOU DO IF YOUR CHILD IS NOT GOING TO BE IN SCHOOL?

Please inform us before 9:00am on the first day of absence, either by leaving a message on the absence line 020 8942 0215 or by email to school@sacredheart.merton.sch.uk.

Please give the reason for absence and expected date of return.

When your child has a medical appointment, you must inform the school office in advance.



EDUCATION WELFARE OFFICER

The Education Welfare Officer (EWO) is a London Borough of Merton member of the multi-agency team. EWOs work with schools and families to ensure that every school age child is receiving a suitable, full-time education.

Referrals are made to the EWO where there are worries about a child's poor attendance/punctuality and the negative impact of this on their education and wellbeing. The EWO will help to improve attendance/punctuality.

As a last resort (where there are significant concerns about school attendance) parents/carers may be held legally accountable and issued with a penalty notice.

