



SGS Pegasus School Parent/Carer sharing guide (2)



Attendance and absence

You are most welcome to share this with your son/daughter at home if you think it is applicable to do so. At home, you know the vocabulary they will understand and will be able to choose a time to share when you know they are receptive to receiving the information in this guide.

What are the school attendance target?

Our attendance target is 96% for pupils

How does school record attendance?

A register is taken at 9.15am and 1.15pm. This data is recorded on our MIS (Management Information System) for the senior leadership team and governors to see. OFSTED will also examine our attendance rates when we are inspected.

What to do if your child is absent?

If a child is ill and will not be attending school, parent/carers are asked to telephone the school before 9.15 am on the first day of absence, and then again on the 4th day (after 3 days of the absence) if illness continues.

If we do not receive a telephone call, the child is entered in the register as absent and the office will telephone home to establish the reason. When the reason for absence has been established, the register is marked accordingly.

The Head Teacher has the responsibility to determine whether absences are authorised or unauthorised (see page 3)

If we do not receive a telephone call, school will contact parents/carers. If parents/carers can not be contacted, school will contact other emergency contacts until the whereabouts of the child and their well-being can be confirmed. If school are unable to contact anyone, a member of the Senior Leadership may do a home visit to confirm the child is safe and well.



Information we may ask for

If your child has had an absence of 5 or more days, please provide information (i.e from your GP) for the Head Teacher to consider if the absence can be authorised. If your child has a medical appointment during school time (that can not be arranged after school or during the holidays), please provide a letter or medical appointment card for the Head Teacher to consider if the absence can be authorised.

What are unauthorised absences?

Every half day (session) will be marked in the register and given a code by the school. An absence will either be authorised or unauthorised. If we do not receive details as to why a child is absent it will always be unauthorised. However, that is not to say that every absence is authorised simply because a reason is given. If an absence is recorded as unauthorised, school will inform you of this decision.

Exceptional and/or unavoidable circumstances

The education (pupil registration) (England) (amendment) regulations 2013 made clear that head teachers may not grant any leave of absence during term time unless 'exceptional and/or unavoidable circumstances' exist.

"Exceptional" is defined as rare, significant, unavoidable and short. "Unavoidable" is an event that could not reasonably be scheduled at another time i.e after school or during holidays. Parents are asked to arrange a time to meet with the Head Teacher to discuss a past or future absence they feel is exceptional and/or unavoidable.

Non exceptional unavoidable circumstances

If an event can be scheduled outside of term time (or after the school day) i.e special occasion shopping/routine dental appointment, then it would not be described as an "exceptional, unavoidable circumstance" and cannot be an authorised absence.

*Absence during term time for holidays are therefore **not considered an exceptional, unavoidable circumstance.***

Monitoring attendance

- Each Friday afternoon, the Head Teacher will examine attendance for the week for the class
- The Head Teacher will discuss concerns with parent/carers as applicable either via a phone call or letter home
- Attendance figures will be discussed with all parent/carers at parents evening
- 100% attendance certificates are presented during Friday assembly
- SGS Pegasus School recognises that some absences are inevitable (i.e significant illness) but our attendance target of 96% and our celebration of 100% attendance is in line with local and national targets for schools and local and national practice

Checklist if your child is absent



- Telephone the school before 9.15am on 1st day of absence with reason for absence
- Telephone the school if your child is away after 3 days i.e. on the 4th day of absence
- Ensure school has up to date contact information for yourself and emergency contacts
- Ensure you have medical information if your child has more than 5 days absence due to illness
- Ensure you give the school office a copy of a medical appointment card or letter for term time appointments
- Arrange a time to meet with Head Teacher to discuss a past or forthcoming absence you feel is "exceptional and/or unavoidable"