

Action on Poor Attendance

In the first instance schools will speak to parents to discover the reasons for poor attendance and to overcome any difficulty which a child or family may be having which is affecting attendance.

School should inform a parent's unit of any continuous absences of two weeks or more and of those pupils who fail to attend regularly, except where such absences are covered by a medical certificate.

Commanding Officers have a welfare duty, part of which is to support children to be educated appropriately. In all cases of poor attendance COs will take the appropriate steps: Support the welfare of families where this is appropriate or, if there is no good reason for absences, take administrative or disciplinary action, or involve the British Forces Social Work Service.

Parents should be aware that if the child for whom they have responsibility is of compulsory school age and is a registered pupil at school they have a duty to ensure that the child attends school regularly. If the child fails to attend school regularly, without lawful excuse, the parent will be guilty of an offence and may face disciplinary action.

[SOBA\(G\) 3208 AMDT 37](#)

If your child is unhappy going to school, or there are any other reasons which may be making it difficult for your child to attend regularly, please talk to the Headteacher or your child's Class Teacher at the earliest opportunity.

More information on supporting your child to attend school is available at:
www.parentscentre.gov.uk/worriedabout/truancy

Every Child Matters in SCE



SCHOOL ATTENDANCE

*A Guide for
Parents & Carers*

Making sure that children and young people attend every day that the school is open is an important responsibility for all parents & carers.

The Chain of Command, SCE and schools, place a high value on good attendance.



At St. David's we expect & encourage Good Attendance

Research clearly indicates that those with good attendance achieve higher standards than those with a poor attendance record.

Parents have a legal duty to ensure their children receive efficient full-time education.

Requests for planned term time absence should be made to the Headteacher using the form available on the website/from the school office. Planned absences will only be authorised for exceptional circumstances such as:

- Family bereavement
- Serious illness of relation
- Medical treatment in UK by primary care giver.



Unavoidable Absences

Unavoidable absence are usually:

- Periods covered by a medical certificate
 - To attend a medical or dental appointment
 - For sickness.
- or
- Failure of school transport when an alternative is unavailable.
 - To attend an interview.
 - Death of a close relative, or to accompany parents on authorised compassionate travel.

If your child has to visit a doctor or dentist, parents should try to arrange an appointment after school hours or during the holidays.

In cases of illness the school should be informed on the first day of absence. This may be by telephone, email or a note sent in with another pupil. Where this is not possible, please provide a written explanation on the day your child returns to school. A note in the home/school reading diary is sufficient (unless you wish the note to be confidential).

All absences should be rare.

Absences in Exceptional Circumstances

Headteacher may only authorise absence in exceptional circumstances.

In judging requests, Headteachers will need to consider the nature of the absence, the duration of the absence, its affect on the child's education, the family circumstances and the child's attendance pattern.

Family holidays should always be taken during the 13 weeks a year of school holidays.

POTL

The exceptional circumstances of Post Operational Tour Leave (POTL) are recognised by SCE. Headteacher may authorise absence (for up to 10 days) on return of the deployed parent from an operational tour of duty of at least six months.

Authorisation may not be given if the educational needs of the child will suffer.