

MISSING  
(SCHOOL)=  
MISSING  
OUT

**MAKE SURE YOUR CHILD  
IS IN SCHOOL EVERY DAY.**

## Guide for parents

Important information about children  
attending school regularly and on time






## At our School...

- Children need to be at School for morning register by
- The classroom doors open at
- The afternoon registers are taken at
- School finishes at

## Getting to School on time matters...

- Children arriving to School after \_\_\_\_\_ are recorded as being late (L)
- Children arriving to School after \_\_\_\_\_ will be recorded as being unauthorised late (U).  
This is the same as an unauthorised absence mark.
- Children arriving late must report to

## Number of minutes late every School day and days missed each year as a result...

- 5 mins every day = 3.5 days
  - 10 mins every day = 7.2 days
  - 20 mins every day = 14.4 days
- 



## **If your child needs to be absent from School...**

- Only keep your child away from School if it's really necessary - we will contact you if they are unwell and need to go home.
- Telephone School on the first day of absence, as early as possible.
- Keep School informed if more than one day's absence is necessary.
- Speak to us if your child will be off for a prolonged period of time so we can offer support.

## **Medical Appointments...**

Where possible please avoid medical appointments in School time. If this is unavoidable please remember that:

- Medical appointment cards will need to be shown to the School Office for an authorised medical appointment to be recorded on the register.
- If same day emergency medical appointments occur ask your GP surgery for a card/ slip stating that your child attended. This will need to be returned to School at the first opportunity.
- If your child is too ill to return to school following the appointment please telephone School.





## **Taking your child out of School, during term time...**

The Head Teacher can, in EXCEPTIONAL CIRCUMSTANCES ONLY, authorise up to 10 days leave per academic year. This is not an entitlement and requests can be refused. Each request will be considered individually based on your child's attendance, the exceptional circumstance, and the impact on your child's attainment.

Leave should not be taken in the first 2 weeks in September, or during GCSE or SAT's weeks. Should you need to apply for term time leave it must be requested in writing, at least 20 school days, before any arrangements are made.

To find out more about your responsibility as a parent/carer, ask to see Sheffield City Councils Term Time Leave Policy or download it at [www.sheffield.gov.uk/mast](http://www.sheffield.gov.uk/mast)