



ACTIONS TAKEN WHEN ATTENDANCE IS CAUSING CONCERN

Guidance from Derbyshire County Council:

What are my responsibilities as a parent?

You have a legal duty to ensure that your child receives full-time education.

You must ensure that your child attends school regularly and on time.

You will be committing an offence, therefore, if your child fails to attend regularly and punctually and the school has not given permission for the absence or late arrival.

Remember - only your child's school can authorise absence or late arrival.

Every lesson counts and it is important that your child develops the right work ethic from an early age. The table below demonstrates the number of days missed:

ATTENDANCE PERCENTAGE	DAYS MISSED OVER A SCHOOL YEAR
100%	0 DAYS
95%	10 DAYS
90%	20 DAYS
85%	30 DAYS
80%	40 DAYS



At Ashbourne Primary, attendance is beginning to cause a concern when a child is absent for a number of sessions that would lead to attendance below 94%, has an identifiable pattern of absence (e.g. most Fridays) or changes suddenly without explanation.

Step 1:

A letter and a copy of your child's attendance record will be sent home. This letter also informs you that we will no longer be authorising any absence without appropriate evidence (appointment cards, prescriptions etc.).



Step 2:

Attendance will be monitored and, if attendance does not improve, parents/carers will be asked to come into school and meet with the Headteacher and Child and Family Wellbeing Leader to discuss their child's absence and if the school can help with improving attendance in any way.



Step 3:

Attendance will be monitored and, if attendance does not improve, parents/carers will be asked to come into school to meet with the attendance panel. This consists of governors and the Headteacher. A plan will be put into place to improve attendance.



Step 4:

If parents/carers choose not to engage with the plan and attendance does not improve, the Local Authority may decide to serve a penalty notice. This requires the parent/carer to pay a fixed amount as a fine for their child's non-attendance.



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