

# Student Attendance to School

## Q1: Why is it important for my child to attend?

Missing, for example, 2 weeks of school might not seem like very much, but it can have a big effect on your child's education. **Every day at school matters for every child.**

For example, if your child misses 2 weeks of school every year, this adds up to more than 2 terms over the child's whole time in school.

Make sure your child attends school as much as possible. This means:

- \*Your child will have the same education and opportunities as everyone else
- \*You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- \*Your child won't miss out on activities at the start and end of term, which are often fun and a chance to develop friendships

## Q2: When is my child allowed to miss school?

You can **only** allow your child to miss school if:

- \*They are too ill to attend – only in exceptional cases
- \*You have advance permission from the school

### **It is not acceptable to allow a child to miss school for any other reason, for example:**

- \*Because it is the last day or week of term
- \*Because it is Friday
- \*Because the weather is not good and they have to walk to school
- \*Because a sibling or family member is feeling unwell
- \*Because we have a special event running at school
- \*Because it is a birthday or special occasion
- \*Because a consequence has been received at school

*These are examples of reasons that we have been provided with for absence which would not be acceptable and would be used in triggering legal processes for failure to ensure school attendance. Unauthorised lateness is also considered unauthorised absence. Please refer to our attendance policy for more details*

Anxiety around coronavirus is **not** included as a valid reason for absence – please let us know via our Wellbeing Centres if you or your child are feeling anxious, and we will be sure to provide additional support to help you both feel safe and comfortable about them attending school: [The Basildon Academies - Contact Us](#)

## Q3: How can I make an absence request?

You must submit a request to the school **before** you arrange for your child to have time away.

If you wish to take your child out of school during term time, you should submit a formal request to the Head of School via the school office.

The Head of School will then consider whether to give permission for the absence.

You should refer to the school's attendance policy when considering whether to submit an absence request.

## Q4: Is the school likely to grant absence requests? If so, when?

The Headteacher will consider each absence request individually and decide:

\*Whether to grant the absence

\*How many days your child can be away from school for (if the absence is granted)

Absence requests will only be granted in **exceptional circumstances**. It's up to the school to decide which circumstances are 'exceptional'.

Examples of circumstances that are **not** exceptional include:

\*Cheap holidays or holidays that have already been paid for

\*Absence that coincides with important school events such as the start of term or exams

### **Q5: What if I take my child on unauthorised absence?**

If you take your child out of school without advance permission, you can be fined or even prosecuted. This includes if your child is persistently late.

This could involve:

\*A fine of £80 within 21 days (or, if unpaid, £160 within 28 days)

\*A parenting order, education supervision order or school attendance order

### **My question hasn't been answered here**

Please get in touch with us by email with any further questions and we'll be happy to discuss them with you.

**All student attendance queries and concerns should be raised via email:**



**Lower Academy  
Radhika Anand**

**lowerattendance@basildonacademies.org.uk  
01268 498881**



**Upper Academy  
Lisa Butler**

**upperattendance@basildonacademies.org.uk  
01268 498882**

**The designated member of the Senior Leadership Team responsible for attendance is:**



**Sydney Killick  
skillick@basildonacademies.org.uk**