LATENESS

Lateness is closely monitored, similar to pupil absence. If a child is late five or more times in a term, parents/carers may be contacted and invited to a meeting to discuss ways to improve punctuality. Continued lateness without improvement may lead to a referral to the School Liaison Officer and further action.

TERM-TIME ABSENCE & PENALTY NOTICES

Time off during term time can only be authorised in exceptional circumstances, such as:

- A family bereavement
- Religious observance

The following are not considered valid reasons and will not be authorised:

- Holidays
- Birthdays
- Family outings

If you are planning any absence, please request a Leave of Absence form from the school office. Penalty Notices may be issued for 5 or more unauthorised days (10 sessions) of absence:

- £80 per parent per child if paid within 21 days
- £160 if paid between 22 and 28 days

If unpaid after 28 days, you may face prosecution in court

WE'RE HERE TO HELP

We know life isn't always straight forward. If your child is struggling with attendance, anxiety, or morning routines, please talk to us.

We'll work with you to find a solution that supports both your child and your family.

CELEBRATING ATTENDANCE

We believe good attendance deserves recognition! Below is how we do this:

97% or Above Attendance

- Term 2: Sticker
- Term 4: Badge
- Term 6: Pencil

100% Attendance

- Term 2: Sticker
- Term 4: Pencil
- Term 6: Medal & certificate

Most Improved Attendance (for children who have made good progress over time)

- Certificate

Improved Persistent Absence (for children who have improved after a period of low attendance)

- Certificate

AQUILA
Diocese of Canterbury Academies Trust

DOWNS VIEW INFANT SCHOOL

SCHOOL ATTENDANCE

INFORMATION FOR PARENTS AND CARERS

"Moments matter, attendance counts"

WHY ATTENDANCE MATTERS

When children attend school regularly, they:

- Make steady progress with learning
- Build confidence and independence
- Enjoy being part of school life
- Strengthen friendships and routines

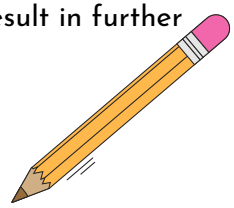
Attendance below 96% triggers support from school.
90% attendance is equivalent to missing 1/2 a day every week.
Attendance below 90% is classed as persistent absence.

MONITORING ATTENDANCE

We follow Project 100:

- If attendance drops below 96%, we'll notify you
- Continued low attendance may lead to a meeting with the Head of School and Attendance Officer
- If there's no improvement, we may contact the Local Authority School Liaison Officer

Attendance below 90% is classed as persistent absence and may result in further action.

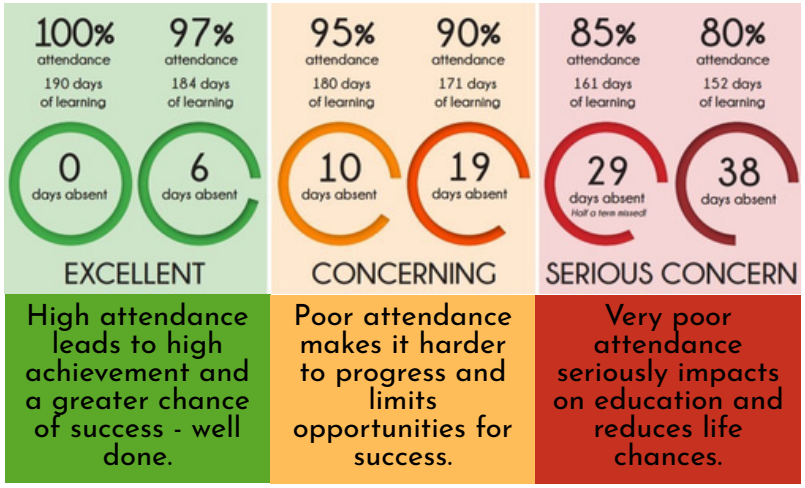


SUPPORTING REGULAR ATTENDANCE AT HOME

We understand that mornings can be busy, and every family faces different challenges. Here are a few simple strategies that have helped other families:

- Plan ahead the night before – setting out clothes, lunchboxes and school bags can make mornings less stressful.
- Stick to consistent routines – regular bedtimes and wake-ups help children feel settled and ready for the day.
- Start the day positively – a calm tone and small encouragements can go a long way.
- Talk about school in a positive way – showing interest in your child's day helps them feel confident and motivated.
- Reach out if you're finding it difficult – whether your child is anxious or mornings are becoming a struggle, we're here to listen and work with you.

Small, consistent changes often make the biggest difference.



WHEN TO KEEP YOUR CHILD AT HOME

When to Keep Your Child at Home

Children can attend school with:

- Mild colds or sniffles/coughs
- Sore throats or headaches (if generally well)

Children should stay at home if they:

- Have a high temperature
- Have had diarrhoea or vomiting – wait 48 hours after the last episode
- Have chickenpox – stay off until spots are closed over

If you're unsure, ask the office or a pharmacist. We're always happy to help.

REPORTING AN ABSENCE

If your child is absent:

- Please contact the school on the first morning via ParentMail or the school absence line by 8:40am.
- Include: your child's full name and the reason for their absence.
- Keep us updated each day if the absence continues.

If we don't hear from you, we will:

- Call primary contacts
- If still no contact, carry out a home visit by Day 2 to ensure your child and family are safe.