

# THE MEADOWS SCHOOL

WHITWORTH LANE, SPENNYMOOR,  
COUNTY DURHAM  
DL16 7QW

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## Attendance Policy

Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.



## Lateness

School starts at 8:50 am. Your child will receive a late mark if they arrive after This time. The register closes at 9:10 am. If your child arrives after this time, they will receive an unauthorised absence mark. Your child will receive a late mark if they arrive after.

**Exceptions may be made where a DCC transport issue beyond Parental control causes lateness or where local Parents/Carers have multiple school 'drop offs' to do.**

## Absence

If Your Child Is Absent You Must Contact school **before 8:30am** on each day of absence and provide reasons for absence. Keep school informed on a regular basis if your child is absent for a long period. Contact school **before 8:30am** on each day of absence and Medical Evidence If you are asked for Medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

## Holiday and leave of Absence

Please request an application form from school **at least 3 weeks before the absence is due to start. You MUST state the exceptional circumstances for leave.** Unauthorised leave may result in a Fixed Penalty Notice (fine) starting from £60 up to £120 or court Prosecution.



Medical Appointments If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If your child is well enough to go back to school following the appointment they should do so.



### The Law

You need to make sure your child attends school regularly and on time. You will be breaking the law if you do not do this and there are no good reasons for your child missing school

If your child's attendance during the school year .....	Your child would have lost approximately .....	Or they would have missed approximately .....
Was 95%	9 days from school	50 lessons
Was 90%	19 days from school	100 lessons
Was 85%	29 days from school	150 lessons
Was 80%	38 days from school	200 lessons
Was 75%	48 days from school	250 lessons

### Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and/or if there are unauthorised

Absences, a meeting/discussion will be arranged for you and Mrs Roy and Miss Reed in school but this situation may also result in a referral to the Local Authority for enforcement Action.

### Help and Support

If you need help with attendance you must talk to the school about it as soon as possible.

You may find The Education Hub useful: [educationhub.blog.uk](http://educationhub.blog.uk)

Sometimes, school may need to involve other services to help. The School and Local Authority want to help you if you have a problem. If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

QR code to DCC Family Hub Website



Please remember to contact us if your address or contact or emergency contact details change! [01388811178](tel:01388811178)