

## What will happen if my child misses lots of school?

If they are absent from lessons regularly, they will find it difficult to catch up when they've missed key information.

They may struggle with friendships as they don't see people as often.

They may not have enough opportunity to develop skills that need to happen regularly in order to improve.

They may be unable to understand the importance of a routine which encourages time-management, self-control, self-care, responsibility, independence, and confidence that they develop alongside their friends at school. Routines provide predictability and consistency; it ensures children feel safe, secure and looked after.

## CONTACTS

<b>School Office</b>	<b>01872 274020</b> <b>Choose Option 1 to report your child's absence.</b> <b>enquiries</b> <b>@tregolls.cornwall.sch.uk</b>
<b>Jayne Taylor (Parent Support)</b>	<b>01872 274020</b> <b>jtaylor</b> <b>@tregolls.cornwall.sch.uk</b>
<b>Education Welfare Service</b>	<b>01872 323400</b> <b>educationwelfare</b> <b>@cornwall.gov.uk</b>
<b>Class teacher</b>	<b>You can also contact your child's teacher using ClassDojo as soon as you aware your child will be absent</b>

TREGOLLS  
SCHOOL



AN ACADEMY

## Attendance

This leaflet will support you with your child's attendance at Tregolls School. It will explain the school's policy and help you understand the impact of persistent absence on your child's education.

*Life ready, Live happy*

## You need to know that...

- by law, schools **must** take a register twice daily. This register will show whether the child is present or absent.
- an absence is **authorised** by school if you let them know your child is ill or attending an important medical appointment. There may be other times when, due to exceptional circumstances eg a bereavement, an absence is authorised.
- if you do not contact school to communicate a **reason for absence** it will be **unauthorised**.
- school must follow up all unauthorised absences and all absences are tracked using our information management system (SIMS)
- school will contact you if your child has missed a significant number of days over a short time or their attendance over a longer period has fallen below 95%.

## Who should I talk to when my child cannot attend school?

### School Office

You must communicate to school that your child will be absent on the first day. If you do not, you will receive a text/email or a telephone call. If we are concerned about the welfare of a child, a member of the pastoral team will make a home visit. If a child does not attend school for 10 consecutive unauthorised days, an immediate referral is made to the Education Welfare Service and your child may be reported as a child missing from education.

### Class teacher

Talk to your child's class teacher if you are worried at all about your child. They spend the most time with them and will know what can be done to support them. Communication after a period of absence will ensure the class teacher has all the information to support your child. Late attendance is also recorded and you will be contacted to discuss this.

### Parent Support

If school notice that your child's attendance has dropped below the expected level, Jayne Taylor will contact you to discuss the reasons why this may be

happening. She can advise, signpost services and support relating to a range of issues including behaviour, sleep, eating and transport that could be affecting attendance. If your child is not attending school regularly due to illness we will require you to provide medical evidence.

### Education Welfare Officer

If your child's attendance does not improve, school will make a referral to the Education Welfare Service, who will engage further with you. This can lead to court action and is considered a last resort. Children must attend school regularly and persistent absence will not be ignored.



### **Early Help Hub**

01872 322277

earlyhelphub@cornwall.gov.uk

Monday – Thursday 8:45am – 5:15pm

Friday 8:45am – 4:45pm

<https://www.cornwall.gov.uk/media/33532645/early-help-hub-leaflet.pdf>