

# School Attendance

A guide for parents

## Good attendance

Good school attendance helps children learn and achieve and for this reason Slough Borough Council and schools in the area are committed to improving attendance.

Children who regularly attend school are likely to:

- learn more
- meet friends
- get good examination results
- have a better chance of getting a good job

## Poor attendance

Poor attendance can result in children:

- getting left behind
- having difficulty with the work and exams
- not meeting friends and becoming isolated

Examples of poor attendance are occasional days off on a regular basis, long periods out of school, holidays in term time and regular lateness.

If a child misses just five days each term over all the years he or she is at school, this is equivalent to missing one whole school year.

# Your responsibilities as a parent

Parents must make sure their children aged 5-16 attend school and most do.

Some parents do not, even after receiving support and advice from the Attendance Service. If parents do not take this responsibility seriously we will have to take action and this could include issuing penalty notices.

## Penalty notices

**Q. What is a penalty notice?**

A. This is a fine of £120 if paid within 28 days. This is reduced to £60 if you pay within 21 days.

**Q. Which parents could receive these?**

A. Parents whose children are away from school without a good reason. Examples include persistent lateness, truancy and holidays taken in term time.

**Q. Will parents receive any warning?**

A. Yes, but if poor attendance continues a penalty notice will be issued. No warning will be issued when unauthorised holiday is taken.

**Q. How long does my child have to be absent?**

A. If your child misses 5 days in any 12 week period you could receive a fine or if you take time out of school for leave without the headteacher's permission or the leave is longer than agreed.

## Term time holiday

Taking your child out of school during term time will affect their education and every effort should be made to avoid doing so.

- Q. Can parents take their children out of school to go on holiday?**
- A. No. Holidays in term time are not a right and will not be agreed by your child's school. If a holiday is taken in term time this could lead to you being issued with a fixed penalty notice.

## Exceptional circumstances

Schools can consider requests for leave of absence if there are exceptional circumstances.

- Q. If there are exceptional circumstances what should you do?**
- A. Contact your child's Headteacher in writing to request leave.
- Q. What happens if I go for longer or do not ask the Headteacher?**
- A. The absence will be recorded as unauthorised and
- Your child could lose their school place.
  - You could be sent a penalty notice.
  - Legal action could be taken by the Local Authority, that could result in a fine of up to £2,500.

## Advice and queries

Q. How can I get more information and advice about attendance?

A. Further information is available from the following:

- Attendance Service  
Tel: 01753 787670  
Email: [Attendance@slough.gov.uk](mailto:Attendance@slough.gov.uk)  
Attendance Service,  
St Martins Place,  
51 Bath Road,  
Slough SL1 3UF
- Slough Borough Council website  
[www.slough.gov.uk/schools-and-learning/school-attendance.aspx](http://www.slough.gov.uk/schools-and-learning/school-attendance.aspx)
- [www.gov.uk/school-attendance-absence/overview](http://www.gov.uk/school-attendance-absence/overview)

# Translations

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 787693.

यदि आप इस दस्तावेज में दी गई जानकारी के अनुवाद कएि जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लएि 01753 787693 पर बात करके कहें.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 787693 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਠਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 787693.

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اگر آپ کو اس دستاویز میں دی گئی معلومات کے تر جمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 787693 پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔

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