

If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to the address below.

### Bengali

এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান তাহলে অনুগ্রহ করে উপযুক্ত বাক্সে টিক দিন, এই পাতার নীচে আপনার নাম, ঠিকানা ও ফোন নম্বর লিখুন এবং এটি নীচের ঠিকানায় ফেরত পাঠান।

### French

Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous.

### Kurdish

Ger hun dixwazin bizanibin ku ev dokument çî dibêje, ji kerema xwe qutîka minasib îşaret bikin, nav, navnîşan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîşana jêrîn re bişînin.

### Polish

Jeśli chcesz dowiedzieć się, jaka jest treść tego dokumentu, zaznacz odpowiednie pole, wpisz swoje nazwisko, adres i nr telefonu w dolnej części niniejszej strony i przeslij na poniższy adres.

### Urdu

اگر آپ یہ جاننا چاہتے ہیں کہ دستاویز میں کیا لکھا ہے تو ازراہ کرم مناسب باکس میں صحیح کا نشان لگائے اور اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے لکھئے اور اسے نیچے دیئے گئے پتہ پر واپس بھیج دیجئے۔

### Somali

Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo fadlan calaamadi godka ku haboon, ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankiisa hoose ka dibna ku celi cinwaanka hoose.

### Spanish

Si desea saber de lo que trata este documento, marque la casilla correspondiente, escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la siguiente dirección.

### Turkish

Bu dökümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyerek, adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin.

### Vietnamese

Nếu bạn muốn biết tài liệu này nói gì hãy đánh dấu vào hộp thích hợp, điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây.

### Chinese

如果你想知道這分文件的詳細內容，請在方框內打鉤，在本頁下面寫下你的名字、地址和電話號碼並寄到下面的地址。

Return to:

Education Attendance Service, Hackney Learning Trust, 1 Reading Lane, London E8 1GQ

Your Name (please write clearly):

Address:

Telephone:

Education Attendance Service

# is your child in school today?

SCHOOL ATTENDANCE AND ABSENCE: INFORMATION FOR PARENTS

Hackney

hackney learning trust

## EDUCATION ATTENDANCE SERVICE

The Education Attendance Service is part of Hackney Learning Trust. We have a team of officers who work with all schools in Hackney.

The Education Attendance Service is responsible for:

- Helping children and parents to overcome and remove obstacles that stop children attending school regularly.
- Supporting schools in raising their school attendance levels.
- Legally enforcing school attendance where appropriate.
- Providing advice and guidance on all matters relevant to school attendance.
- Issuing licences for children in entertainment or part-time employment, and licences for chaperones (these are responsible adults who care for children involved in entertainment if the parents are not available).



**Hackney Learning Trust wants all children and young people to have the best possible attendance at school to enable each and every one of them to reach their full potential.**

**Every child or young person is entitled to an education. Parents who do not ensure their children receive an appropriate education put their whole future at risk. Being absent from school means a lost learning opportunity.**

### TYPES OF ABSENCES

There are two types of absences from school:

#### Authorised absences

A child has a legitimate reason for being absent that is accepted by the school.

#### Unauthorised absences

An absence is unexplained or the reason given is not accepted by the school. Unauthorised absences can lead to legal action being taken against parents or carers.

Positive reasons for regular school attendance:

- To take full advantage of the educational opportunities available.
- To make a positive contribution to the school and the local community.
- To increase the opportunities to be financially successful and have a good quality of adult life.

**Holidays taken during term time will not be authorised by the Headteacher and you risk being issued with a fine of up to £120.**

### THE LAW

By law, parents and carers must make sure that children aged 5 to 16 who are registered at a school go to school regularly and are on time each day (Section 7 of the Education Act 1996).

If you do not make sure your child goes to school regularly, we may issue a Penalty Notice of up to £120. Hackney Learning Trust could also take legal action against you.

Magistrates' courts can issue fines of up to £2,500 and/or give a prison sentence of up to three months. Courts may at their discretion impose a parenting order or direct the Local Authority to apply for an Education Supervision Order. The order puts a child of compulsory school age, who is not being properly educated, under Local Authority Supervision.

### COMMUNICATION

If your child is absent you should contact the school the same day with the reason for the absence and give an expected return date.

The school will inform you if your child's absence or lateness causes concern and will work with you to find a way of improving your child's attendance.

#### What should you do if you think your child is truanting from school

- Contact your child's school and ask for your child's attendance record.
- Speak to your child's class teacher or form tutor.
- Contact your School Attendance Officer on **020 8820 7288**.

**Children rely on adults for guidance.**

## School Register

	Monday	Tuesday	Wednesday
APPLEYARD Laura	✓		
ANDERSON Ben	✓	✓	
BAILEY Dan	✓	✓	
BUTLER Nina	✓	✓	✓
<b>YOUR CHILD</b>	?	✓	✓
COOPER Sarah	✓	✓	✓
EMMERSON Lisa	✓	?	✓
FOSTER Andrew	✓	✓	✓
HUGHES William	✓	✓	✓

Education Attendance Service  
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