



Attendance Guide for Parents and Carers



ATTENDANCE WHY IS IT IMPORTANT?



EVERY SCHOOL DAY COUNTS!

Children are required by law to attend 190 school days per year. The Government states that every pupil's attendance should be at least 95%.

HOW DO YOU MEASURE UP?

Attendance	Days Absent	Weeks Absent	Lessons Missed
95%	9 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 lessons
85%	29 Days	6 Weeks	150 lessons
80%	38 Days	8 Weeks	200 lessons
75%	48 Days	10 Weeks	250 lessons
70%	57 Days	11.5 Weeks	290 lessons
65%	67 Days	13.5 Weeks	340 lessons

89% and below
Drastic effect on
academic achievement



95% - 90%
Cause for concern



100% - 96%
Excellent





Attendance and Punctuality

We want all our children to get a great education, and the building blocks for a great education begin with children coming to school every day, on time.

A child's time in school is very important, it impacts upon their learning, their friendships and their self-esteem and confidence.

Please find lots of useful information in this guide.

What you need to know!



The school gates are opened at 8:40am, and children should be settled in class for a 8:45am start.

School gates are closed at 8:55am, any child who arrives after this time will be marked as late in the register.



Reporting Absence for Illness

Any absences must be reported to the school office **before** 8:45am and a valid reason for the absence given. If we do not hear from you, we will try to make contact via telephone and text message.

Absences with no valid reason will be marked as unauthorised.



If your child is off school for more than 3 days, school staff will contact parent/ carers on day 4 to arrange a safe and wellbeing check for that day. This will be done at a convenient time for you, this will be a very brief visit to have sight of your child. If contact cannot be made it will be assumed that you are on holiday and a Penalty Notice will be issued.

Medical Appointments



We ask that arranging non-urgent appointments such as dentist, routine vaccinations be made outside of school hours where possible. However, if your child has a hospital or specialist appointment please bring the letter to the school office where a copy can be placed on their file as proof of authorised absence. A child should only be taken out of school for his/her own appointment, not because another family member has an appointment.

Lateness

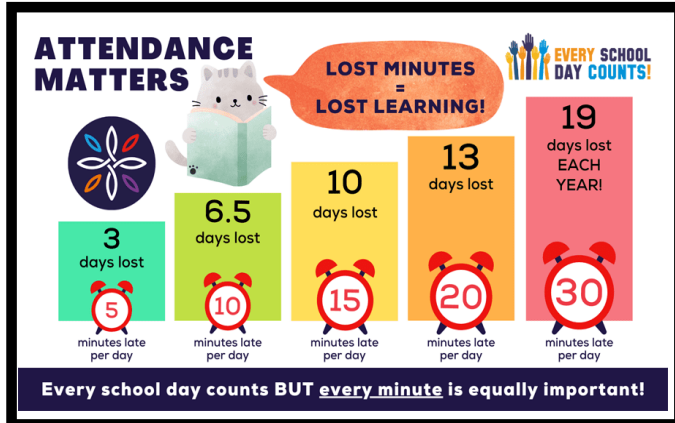


The school gates are closed at 8:55am, any child who arrives after this time will be marked as late in the register. Lateness beyond 9.10am will be counted as an **unauthorised absence**.

If a child is persistently late (more than 5 times in a half term) the parent/ carer will receive a letter informing them of this, if the situation does not improve (5 more lates), a meeting will be held in school to look at ways to improve punctuality.



Attendance cont....



Persistent Absence

90% If your child's attendance drops below 90% they are classed as persistently absent. These pupils will be closely monitored by the Attendance Lead and parents will be required to attend regular meetings in school until improvement.

In School, on time, every time

We can help



Do not be afraid to ask for help if a problem arises getting your child to school, please reach out to school. We can help to support you and/ contact other services available to help.

Term time holidays



Headteachers have no discretion to grant leave of absence during term time, unless there are genuinely exceptional circumstances.

We define 'exceptional circumstances' as circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence.

Parents/carers are required to complete a leave of absence request form, accessible via the school website. We may require evidence to support any request for leave of absence.

When a leave of absence is taken and school has not authorised the absence, the school will request that the Local Authority issues a Penalty Notice.



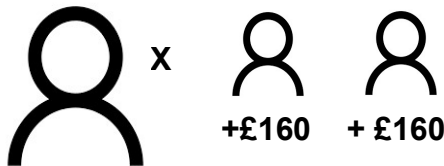
Attendance: What the new rules mean for me

In February 2024, the Department for Education published *Working together to improve School Attendance*. Within this document it does give a full overview to the changes to penalty notices: [Working together to improve school attendance](#)

The changes to the law are introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024 and will come into effect from the 19th August 2024. This means that any unauthorised leave taken after this date will be dealt with under the new regulations. The changes to these regulations are significant and it is important that you understand them so that you are aware and can consider the consequences before leave in term time is taken.

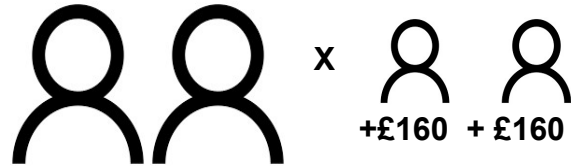
First Offence

For a 1 Parent Family
For every child a penalty is given:



2 Children and 1 Parent = £320
Reduced to £160 if paid within 21 days

For a 2 Parent Family
For every child a penalty is given:



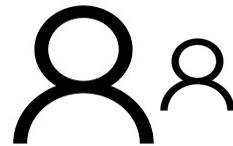
2 Children and 2 Parents = £640
Reduced to £320 if paid within 21 days

I'm a single parent of one child, and we want to go on holiday for a week...

Your request will not be authorised and you must talk to the school before booking anything.

You will be given a Penalty Notice.

The fine is £160, reduced to £80 if paid within 21 days.



If in any period of not more than 3 years, your child has a 2nd or 3rd leave of absence or unsatisfactory attendance....

Second Offence

2 Parents and
1 Child = £320
2 Children = £640
3 Children = £960

No discount for early payment

Third Offence

A penalty notice will not be given. Instead, your case will be taken to court. A magistrate can fine each parent £2500 for each child.

1 Parent & 4 Children = £10,000
2 Parents & 4 Children = £20,000