

# Attendance Newsletter

November 2021



Coming to school regularly is important for your child's future. **Parents are legally responsible for making sure that children attend school. If your child does not attend, you could be fined or prosecuted.**

School Target

96.4%

And above

This newsletter is to keep you informed of our attendance procedures in line with our attendance policy which can be found on our website.

We are a school that sets ourselves high expectations in all areas and attendance is no exception. Attending school is extremely important for children's social, emotional and educational development. Children who attend school regularly have been shown to achieve at higher levels than children who do not have regular attendance.

**Attendance is mandatory.** The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

## Punctuality

Classes 1 – 4 are collected off the playground by their teacher at 8.45am. Class 5 – 10 are collected by their teacher at 8.50am. The school gates are locked at 8.55am.

Children not in class by 8.55am will be marked as late and after 9.10 as an unauthorised mark. Any late children after the close of the school gate need to be signed in at the office by an adult.

Please be aware that arrival after the close of the register at 9.10 am is recorded as an unauthorised late. A series of unauthorised absences could lead to being issued with a Penalty Notice.

At the end of school, children need to be collected from the playground at 3.05 classes 1-4 & 3.15 classes 5-10. Children who are not collected on time from the playground, will be taken to the office and parents will have to collect from here. Parents will have to sign them out on collection.

## Medical/Dental Appointments

Routine appointments should be arranged outside of school hours. Medical and dental appointments will only count as authorised absences if an appointment card/letter is sent in to school.

## **Absence**

If your child is absent from school for any reason you must telephone/email the school office by 9.30am on the first day of absence and all subsequent days. If we do not receive a message, we will telephone, email, school spider message you, to confirm why your child isn't in school.

Where we have concerns over excessive absence patterns through illness we will need to discuss this with parents in order to gain a better understanding of the problems and to offer support. Do not let your child stay home unless he/she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.

All pupils with less than 90% attendance will be monitored closely by school. Letters will be sent to parents/carers, informing them of Attendance Monitoring.

If your child seems anxious about going to school, talk to teachers, school staff, or other parents for advice on how to make him/her feel comfortable and excited about learning.

## **Holidays in Term Time**

Government changes in legislation made in September 2013 states that only under exceptional circumstances may the Head teacher consider giving permission for a child to be absent from school at any point in the academic year. Under the new law parents have no entitlement to take their child out of school for a holiday in term-time.

This can lead to Penalty Notices - See below.

## **Extended absences**

Please note any absences just before or straight after any school holiday will be seen as an extension of the holidays unless medical evidence is provided to authorise these days.

If your child is off for 3 days or more with an illness we will require a doctor's note or an appointment card with the child's name. We will also require a doctor's note or appointment card for all absences of pupils whose attendance is below 95%. If these are not provided the children's absence will be marked as 'unauthorised'.

## **Penalty Notices for Non- school attendance**

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absences of 10 sessions (5 days) or more, in a 12 week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents may receive a Penalty Notice of £120, which is reduced to £60 if paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice will be issued to each parent for each child).

## **We are here to help**

**If you feel that your children/s attendance is becoming an issue, due to ill health, anxiety surrounding COVID, or change in family circumstance etc then please talk to us. We can offer help and support where needed.**