



Attendance Newsletter

Dear Families,

As a school, our target for attendance is above 96%, and we aim for every pupil to maintain good attendance. It is your legal responsibility to ensure that a child of compulsory school age attends school regularly and punctually. The school and the Local Authority have a duty to ensure that all parents and carers fulfil this responsibility.

Poor attendance and punctuality have a detrimental impact on pupils' learning. Missing school will cause your child to fall behind in lessons, affecting their academic progress and achievement. Over the coming days, weeks, and months, we would greatly appreciate your support to ensure that our attendance increases.



Please understand that:

- We will ask you to contact the school before 9:00 if your child is absent, explaining the reason for their absence.
- We will make a home visit on day one if we have received no contact – we need to check that everyone is safe!
- We may also visit on day one if we have any other attendance concerns (if attendance is below 96%).
- We will visit on day two to check the welfare of any pupil so that we can support families where appropriate and check in with them.
- If attendance falls below 96%, we will invite you to the school to discuss how we can help increase your child's attendance in the future.
- We may ask for medical evidence if absence continues for a few days or if attendance is poor.

Medical evidence can take many forms and depends on your child's illness. It could include the attendance officer seeing your child during a home visit, a letter from the hospital, a text confirming a doctor's appointment, or evidence of medication.

What to do when....

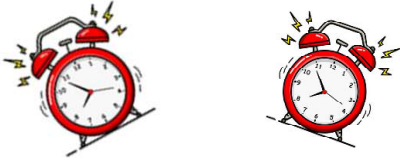
Your child says they feel unwell but are showing no other signs.

Bring them to school but let us know... we will inform you if they need to be collected.

Your child has been sick

You know your child best, consider if you feel that they are well, are unlikely to spread illness to others and they have been symptom-free for a minimum of 24 hours

Punctuality



We also strive to improve our punctuality.

A reminder that the gates open at 8:30 and the School day starts at 8:45.

If your child arrives after the register closes at 8:55 then they are unauthorised for that session.

Being late to school means missed learning and opportunities.

Penalty Notice Fines for School Attendance have Changed!

With the introduction of the new National Framework for Penalty Notices, the following changes came into force for Penalty Notice Fines issued after 19th August 2024

5 consecutive days of term time leave

Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days.

10 sessions of unauthorised absence in a rolling period of 10 school weeks.

(2 sessions =1 day)

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

If you would like more information on your child's individual attendance, please speak to Miss Colton.



First Offence – The first time a Penalty Notice is issued the amount will be: £160 per parent, per child, paid within 28 days.
Reduced to £80 per parent, per child, if paid within 21 days

Second Offence (within 3 rolling years) – The second time a Penalty Notice is issued the amount will be:

£160 per parent per child paid within 28 days.

Third Offence and Any Further Offences (within 3 rolling years) – The third time an offence is committed a Penalty Notice will not be issued and the case will be presented straight to the Magistrates Court.

Minutes late per day	Learning time lost in a year
5 minutes	3½ days
10 minutes	7 days
15 minutes	10 ½ days
20 minutes	14 days
30 minutes	21 days

