



Attendance Guidelines for Parents and Carers



We follow national and local guidelines in relation to pupil attendance, including authorised and unauthorised absence. Please ensure that you understand and follow these attendance guidelines, to ensure that your child can benefit fully from their time in school. The Headteacher will be happy to answer any questions you may have in relation to them.

The majority of pupils have very good attendance and respond well to the school's initiatives for supporting this, such as individual and class certificates and rewards. There is a strong link between good attendance and achievement throughout a child's school life, so good habits of attendance and punctuality need to start as soon as a child starts school.

LATENESS

- All children should be in school for registration, which is at 8.45am.
- If a child arrives late for any reason, (with the exception of Nursery) the adult who brings them must take them to the school office to register them on the Entrysign system and collect a late token, which the child needs to take to the class teacher.
- The time and reason for lateness will be recorded, and those arriving after 9.05am will be counted as having an unauthorised absence (unless the child has an authorised appointment, e.g. doctor/hospital/dentist, for which an appointment card/letter should be shown).

ABSENCE

- All absences need to be explained by a telephone call or a verbal message to the school office in order to be authorised.
- Reasons for absence are primarily for illness (the child's illness – not that of other family members). Where a child is absent because another family member is ill, this will be recorded as an unauthorised absence.
- Family holidays should not be taken during term time. Absence for any reason will only be authorised in exceptional circumstances and parents can request leave of absence by completing the appropriate form (available from the office or school website) at least 2 weeks in advance. The request must be agreed and the form signed by the Headteacher in order for the absence to be authorised.
- Where a pupil reaches 10 sessions (5 school days) of unauthorised absence (including unauthorised lateness) in a rolling period of 10 school weeks, a fixed penalty notice (FPN) may be issued.
- Ten sessions of any unauthorised absence within a rolling ten school week period such as:
 - 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.
 - 10 sessions of holiday in one week
 - 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks

- The period of 10 school weeks can also span different terms or school years, eg. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term.
- Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.
- Parents will only get up to two fines for the same child in a three-year period. The second fine cannot be reduced to £80. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.
- Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward to attendance prosecution as a last resort. Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.
- Absence due to religious holidays will be authorised. Where necessary, the school will seek advice from the religious body about whether it has set the day apart for religious observance.
- Only in exceptional circumstances will any other reasons for absence be authorised.
- Unexplained absences will be recorded as unauthorised.

When attendance falls below 90%

- If a child's attendance falls below 90%, the child will be referred to the school's Education Welfare Officer (EWO).
- The school and the Education Welfare Officer will then monitor the child's attendance and the parents/carers will receive a letter explaining that their child's attendance needs to improve.
- If there is no significant improvement after 4 weeks, the parents/carers will be invited to a meeting with the EWO, headteacher and attendance officer. Targets will be set to improve attendance.
- If attendance does still not improve, the EWO will initiate an FPN, an education supervision order or prosecution at a magistrate's court.

Remember:

If your child's attendance at the end of the year is...	Your child would have lost approximately...
95%	9 days
90%	19 days
85%	29 days
80%	38 days
75%	48 days
70%	57 days
65%	67 days