

## Attendance and Punctuality

Good punctuality and regular attendance are vital to sustained progress at school and need to be established from the very beginning of school life.

As you may know, pupil attendance is rigorously monitored within school and by the Local Authority's Attendance Monitoring Team.

Poor attendance and punctuality have a negative impact on children's educational progress so it is important that we all work together to help raise attendance levels. Of course, we do understand that children do become poorly from time to time so if your child does become ill, please ensure they have the required time off school.

## Attendance

- If your child is absent from school, you must **ring the school office before 8.30am** and leave a message giving an **appropriate reason** for the absence so that the classteacher can be informed prior to the beginning of the school day. (Please note: all answer messages are listened to). **Or**, messages may be sent to the School Office or Headteacher via 'Class Dojo'.
- If you do not contact school on the first day of absence, a phone call home will be made to find out the reason for this absence and this will be recorded for school records.
- If no contact has been made during the absence, the absence will remain as unauthorised. Ten unauthorised absences within a 10 -week period will result in a referral to the Attendance Enforcement Team and may lead to a Penalty Notice being issued.
- If a child becomes categorised as a persistent absentee, there may be the requirement to produce medical evidence as proof of further absences.
- **Persistent absenteeism (attendance below 90%)**, is monitored by the school and the Attendance Monitoring Officer - you will receive a letter if your child's attendance becomes a concern.
- **If your child is absent due to a medical appointment, evidence must be provided otherwise the absence will remain unauthorised.**
- 10 unauthorised sessions within a 10-week period can lead to a Penalty Notice Fine issued by the Local Authority.
- The school has a statutory duty of responsibility if a child has not been seen for more than three days and no contact has been made. The Headteacher and Deputy Headteacher may make an unannounced home visit to see the absent child.

## Punctuality

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**The school day starts at 8.45am.** A continuous entry system is in place **between 8.40am and 8.45am.**

- The school gate is locked at **8.45am**.
- Children arriving after **8.45am** will enter school through the main entrance.
- Children who arrive between **8.45am** and **9.15am** are marked as 'late during registration'.
- Children who arrive after **9.15am** are recorded as 'late after register has closed'.
- Persistent late arrival is monitored by the school and the Local Authority Attendance Enforcement Team.

## Leave of Absence Request During Term Time

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Taking children out of school during term time is to be actively discouraged by schools and is to be avoided if at all possible. Leave of Absence during term time accounts for a high percentage of absences for some schools and strenuous efforts are being made by Government, Local Authorities and schools to reduce it.

All requests for Leave of Absence during Term Time must be made in person to the Headteacher and can only be granted in EXCEPTIONAL CIRCUMSTANCES e.g. family bereavement, unexpected emergencies. (N.B. Family holidays are not considered exceptional circumstances).

***All Unauthorised Leave of Absence from school will be referred to the Attendance Monitoring Team and may result in a penalty being issued.***

### **THE EDUCATION (PENALTY NOTICES) (ENGLAND) (AMENDMENT) REGULATIONS 2024 No. 210.**

New legislation came into force in August 2024 regarding the criteria and the issue of penalty notices to address school attendance.

The following changes were made:

- The number of unauthorised absences to 10 unauthorised absences (5 days) in the most recent 10 school week period.
- The number of penalty notices that can be issued to a parent in respect of the same individual child to 2 within a 3-year period.
- It increases the amount of the penalty notice £160 (if paid within 28 days) and £60 to £80 (if paid within 21 days) for the first penalty notice issued to a parent in respect of the same individual child in a 3-year period.
- It sets the amount of any second penalty notice issued to the same parent in respect of the same individual child within 3 years of the date the first penalty notice was issued to £160 to be paid within 28 days. No discount is offered.
- Further absences will proceed for prosecution in the Magistrate Court for the same parent in respect of the same child within 3 years of the date of the first penalty was issued.

Further information can be found at:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>