

# Attendance information for

# parents

## Attendance categories

- 95 to 100% - as expected
- 91 to 94% - at risk of persistent absence
- 80 to 90% - persistent absence
- 51 to 79% - at risk of severe absence
- Less than or equal to 50% - severe absence

You will receive a half-termly letter letting you know which category your child's attendance falls within and if necessary, the next steps school will take to support improved attendance.



Gates open 8:30AM  
Registration 8:35AM  
Registration close 8:40AM

Gates open 8:40AM  
Registration 8:50AM  
Registration close 8:55AM



If children are not in classrooms by:

- 8:40AM- Marked late
- 8:45AM- Mark of absence
- 8:55AM- Marked late
- 9:00AM- Mark of absence



## Term-time holidays.

Pupils should not be taken out of school during term time unless it is unavoidable. Schools are required to consider requests for leave of absence in term time and should only approve the leave if there are exceptional circumstances. If a request for leave is denied and the pupil is absent for 5 days or more then the school is expected to refer the case to the LA. The LA will issue a penalty notice with no requirement for a formal warning to be issued.

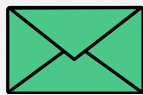
## Support first approach

The importance of regular attendance at school cannot be stressed enough. All schools and LAs are expected to promote school attendance and provide support to remove barriers where a pupil is struggling to attend school. This may mean that the school raises the issue of attendance even if your child has only had a couple of days off ill. This is not because they don't believe you. By working with you, schools can step in early to help to prevent patterns of absence developing. Schools may identify other underlying issues that are making your child reluctant to attend school and be able to help you and your child. For this to be successful parents need to work with the school.

Where it can be demonstrated that a parent/carer is not fulfilling their parental responsibility to ensure that their child receives a suitable full-time education then the school can consider requesting that the LA take further action. This can be in the form of a penalty notice, prosecution, or the school may suggest other formal interventions.

## Week 6- week 10 attendance monitoring cycle

Week 6: Red, amber, green half-termly attendance and punctuality letters sent to parents



Praise & congratulate. Pupil certificate



Inform & warn. Signposting and reminders. Offer support.



Inform & warn. Meeting in school to explore barriers and offer support.



Fail to improve?

After these steps have been taken, if your child's attendance or punctuality\* falls below 90% within the 10 week cycle ( 5 school days of absence out of 50) you have met the threshold for urgent intervention.

**We will consider if your child's attendance or punctuality is likely to improve with further support. If little evidence of improvement is seen during the monitoring cycle at week 10 you will be referred to the LA who may issue a penalty notice.**

\*Punctuality- if your child is marked as 'U- late after the close of register' on more than 10 sessions in a 10 week period

## leave of absence request and procedures

- All requests for a leave of absence must be made in writing using a form that you can collect from the school office
- Where a pupil is absent for more than three school days in a row or more than 10 school days in on term, parents will be expected to provide a signed letter for absence (s)
- If a leave of absence request is not made in writing, or parents do not provide a signed letter for absence , you will receive a letter from school (see below). We may then mark this as an 'unauthorised attendance'
- If school has reason to believe the absence was due to a term-time holiday, you will receive the letter/s below.

We request that if your child is absent from school due to an appointment or illness, that you contact the school office before 8:45AM on the day of the absence. If you do not inform school, we will initiate our First Day contact procedures.

## National Framework for penalty notices

First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance 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 years) -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.