



For children to gain the greatest benefit from their education it is vital that they attend regularly. Your child should be in school every day and on time unless the reason for the absence is exceptional.

Regular attendance is essential if children are to make good progress in their learning. It enables them to keep up with the work and also maintain contact with their friends. Poor attendance creates the problem that, having missed lessons, children find it harder to understand subsequent work. School is an important and essential part of our children's lives if they are to do well and be successful.

Our Attendance Co-ordinator is Mrs Gardner and she is happy to discuss any issues or concerns you have surrounding your child's attendance. Our Attendance Policy is available on the school website.

Ensuring your child's regular attendance at school is **your legal responsibility** and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Academic Year 2022/2023

Our Attendance figures for the Autumn Term 2023 were:

Reception	90.22%
Year 1	90.68%
Year 2	92.15%
Whole School	91.06%

This is very disappointing and much lower than in previous years. However, we are aware that the Strep A virus impacted on the Autumn Term. Our figures have also been lowered by many families taking leave of absence during the school term.

Leave of Absence

As a school we ask parents/carers **not** to take children out of school without the permission of the Headteacher as per the Law and Legislation. Please remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

Headteachers must comply with The Education (Pupil Registration) (England) (Amendment) Regulations 2013. There is **no** automatic entitlement in law to time off in school time to go on holiday.

All applications for leave of absence **must** be made in advance. In deciding about whether to authorise the leave the Headteacher will consider the circumstances of each application individually taking into account the evidence submitted in support. If the request is refused the Headteacher will inform all parties of their decision. If the Headteacher grants the request it is for the Headteacher to **determine** the length of time that will be authorised.

It is important that you understand that we may **only** authorise such absences in **exceptional circumstances**. It is very unlikely that a leave of absence will be granted for the purpose of a family holiday.

Any period of leave taken without the agreement of the school (with at least four weeks' notice) and/or different from that agreed by the school will be classed as unauthorised and may attract sanctions such as a Penalty Notice per parent/carer per child which is currently £60 if paid within 21 days.

We have a duty of care to know where our children are, so please talk to us if you require leave of absence for your child - do not just disappear on us! If you take leave and do not tell us, then we will follow our Safeguarding procedures to establish where you are. This will include a home visit and if this proves unsuccessful, we may contact the police for a 'Safe & Well' check.

Lates

In the Autumn Term:-

158 Late marks were given to children arriving after 9.00am but before 9.15am.

51 unauthorised late marks were given to children arriving after 9.15am. This counts against your child's attendance and is monitored by the school and Local Authority and can lead to a penalty notice being issued. **Learning starts as soon as the children enter the classroom - this is a lot of lost learning time - please work with us to improve this.** Children who arrive after learning has started often struggle to participate in the lesson as they have missed the introduction.

Parents of children who are persistently late will be called to a meeting with the Headteacher and/or a Governor.

Please be open & honest with us if you are struggling to get your child to school on time for any reason. We can only help if we know what the issues are.

Many thanks to everyone who arrives on time!

Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been authorised. These include, but are not limited to:

- parents/carers keeping children off school unnecessarily
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, birthdays
- day trips and holidays in term time not authorised as an exceptional circumstance

This type of absence can lead to the issuing of a Penalty Notice fine either for a

- single absence event of 2 or more days i.e. leave of absence/holiday or for
- persistent non school attendance i.e. the level of unauthorised absence leads to an unauthorised absence rate of **10%** or more within a minimum period of any 8 school weeks

During the Autumn Term the school has requested 9 penalty notices be issued to parents for single absence events.

The penalty notice is currently £60 per parent/carer per child if paid within 21 days. If unpaid, then you have a further 7 days to pay however the fine increases to £120 per parent/carer per child. If a payment has not been received after 28 days, then the local authority will instigate court proceedings. This means you will be prosecuted for your failure to comply with the Education Act 1996 and could be subject to a fine of up to £2500.00 and/or a custodial sentence.

Attendance Rewards

Classes achieving 95% or more for their weekly attendance will receive a star. For every 5 stars they earn a prize will be given to the whole class.

Stars achieved for the academic year so far are:

Armstrong Class	9 Stars
Inkpen Class	9 Stars
Attenborough Class	8 Stars
Cavell Class	6 Stars
Donaladson Class	4 Stars
Nightingale Class	4 Stars
Seacole Class	4 Stars
Hillary Class	3 Stars
Rosen Class	3 Stars

Classes achieving 5 stars have received a sweet treat - who will be the first to 10 and enjoy a chocolate treat?

Attendance Policy

For full details please refer to our Attendance Policy that was sent out on Parentmail on 10th January to all parents and is also available on the school website and in the main foyer.

Please speak to Mrs Gardner in the school office if you have any questions or concerns about your child's attendance.

Establishing good habits for attending school every day and on time now, will set our children up well for the future and ensure that they 'Dream, Believe, Shine'.

Our Monitoring/Intervention Strategy

Below is the basis of our intervention pathway. We treat each child individually and therefore each case may take a different route depending on the barriers, needs of the family and any other circumstances which may be impacting on regular attendance. We try to take a holistic approach to dealing with and resolving barriers to non-school attendance and use legal interventions as a last resort.

