

Summary:

Families (Parents, Carers, and Pupils)

- Parents/carers are legally responsible for ensuring children of compulsory school age attend school regularly.
- They must know school start/finish times, when registers close, and how to request leave or report absence.
- For any absence, parents must inform school **as soon as possible and no later than 9.15am on the first day** by calling **01257 462082** (voicemail available).
- Parents must keep the school updated with current contact and emergency contact details.
- Pupils, according to their age and capability, should attend regularly and on time.

School (Head Teacher Responsibilities)

- Ensure specific staff are assigned and given time to manage attendance.
- Oversee the school's compliance with statutory attendance requirements.
- Consider and decide on leave requests, authorising all, part, or none.
- Decide whether uncertain absences should be authorised and request additional evidence when needed.
- Provide governing bodies with regular reports on attendance, persistent absence, and vulnerable groups.

Attendance and Punctuality – Information for Parents

Registration

Start and Finish Times

- School starts at **8.45am**. Children should be on site by this time.
- Morning registration is from **8.45am–9.00am**.
- Afternoon registration is from **1.00pm–1.05pm**.
- Registers close at **9.15am** in the morning and **1.30pm** in the afternoon.
- School finishes at **3.15pm**.

If Your Child Arrives Late

- If your child arrives after **9.00am** or **1.05pm**, they must sign in at the school office and give a reason for being late.
- Arrivals between **9.00–9.15am** (or **1.05–1.30pm**) are marked **L** – late but counted as present.

- Arrivals after the register closes (after **9.15am** or **1.30pm**) without a valid reason will be marked **U**, which is an **unauthorised absence**.

Why Punctuality Matters

- Being late means children miss learning and important information for the day.
- Arriving late disrupts lessons and can affect your child's confidence.
- Just **10 minutes late every day** adds up to **two weeks of lost learning** in a year.
- If lateness becomes a pattern, you will be asked to meet with the head teacher to plan improvements.

Attendance Procedures

If Your Child Is Absent

- If we haven't heard from you, we will phone on the first day of absence.
- If we cannot reach you, we will contact your emergency contacts, and if needed, we may visit your home (which might be unannounced).

When We Have Concerns About Attendance

We will always try to work with you early to prevent problems from growing. Depending on the situation, we may use:

- Phone calls or letters to make you aware of concerns.
- Requests for evidence when reasons for absence are unclear.
- Meetings with the head teacher or class teacher.
- Attendance contracts and agreed targets.
- Reward schemes to encourage good attendance.
- Early Help support or referrals to outside agencies.
- Legal action for unauthorised absences if needed.

If Your Child Has Medical Needs

- We want children with medical needs to miss as little school as possible.
- We will work with you and other professionals to provide support, adjustments, or alternative arrangements.
- If your child is off for a long time, we will work with you to help them settle back into school smoothly.

If Your Child Is Reluctant to Attend

- "School refusal" is not an accepted reason for non-attendance.

- We will work with you to understand what is worrying your child and put support in place.
 - We may involve other services (with your consent) to help.
-

Encouraging Good Attendance

- We recognise and reward excellent and improving attendance.
 - Classes with attendance over **96%** take part in our "**Race to 96%**" competition.
-

Penalty Notices and Legal Action

Sometimes, when support has not been successful—or in cases such as unauthorised holidays—legal action may be taken.

Penalty Notice Information (from August 2024)

- A penalty notice costs **£160 per parent per child** (reduced to **£80** if paid within 21 days).
- A second notice within three years costs **£160** with **no discount**.
- Schools must consider a penalty notice when there are **10 unauthorised sessions (5 days)** within **10 school weeks**.
- A maximum of two notices can be issued per parent per child in three years—after this, other legal steps may follow.
- For certain unauthorised absences (e.g. persistent lateness after registers close), parents may first receive a **Notice to Improve**, giving a final chance to work with support.