



# School Attendance

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Part of the [Scholars' Education Trust](#)

## Information for Parents/Guardians

It is through good attendance that pupils maximise their full potential, enhancing their life chances for the future. Missing school means missing out on learning and this can have an impact on a child's development and attainment. There is a strong statistical link between attendance and attainment.

The law states that children of statutory school age who are on roll at a school or academy must attend regularly and punctually. Regular attendance is important, because it is the best way of ensuring children make the most of the educational opportunities available to them.

### Attendance Matters

Parents and Carers have a legal duty to ensure their children attend school regularly and punctually.

	= number of days absent	Approximate number of weeks	= number of lessons missed
90%	19 days	4 weeks	114 lessons
85%	29 days	6 weeks	174 lessons
80%	38 days	8 weeks	228 lessons

Failure to ensure a child's regular attendance at the school where they are registered is a criminal offence which carries a fine of up to £1000 per parent per child (Section 444(1)) or in more serious cases (aggravated offence), a fine of up to £2500 per parent per child and/or up to 3 months imprisonment (Section 444 (1A)).

## Penalty Notice Process

School operate the Penalty Notice. The Penalty Notice process is for 10 or more unauthorised sessions of absence within a rolling 10 school week period. (Please note a session is half a day of unauthorised absence.)

Penalty Notices are administered by the Local Authority and the Penalty Notice requires you to pay a fine of £80 within 21 days. If this is not paid within the time limit this rises to £160, which must be paid within 28 days (this is per Parent/Guardian). If Parents/Guardians do not pay the fine, you will be liable for prosecution for this offence.

If a 2nd penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.

If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider options available to them to improve attendance.

### Requests for absences during term time

It is school policy that absences are not authorised during term time. Approval will normally only be granted in exceptional circumstances, at the discretion of the Head Teacher. If your request for absence has not been authorised, this will be classified as an unauthorised absence and may lead to the Penalty Notice process.

By taking family holidays during the designated holiday periods, you will be supporting your child's full school attendance, learning and development. There are 13 weeks of the year to take holidays out of term time.

**DfE's guidance:** 'Generally, a need or desire for a holiday or other absence for the purpose of recreation would not constitute an exceptional circumstance'.

## Maximising School Attendance

- Children need to go to school regularly and punctually to make the most of their educational opportunities and parents/carers have a vital role in making that happen.
- Our Attendance target is 95% and above.
- If you are having difficulties in getting your child to school please contact us. We will discuss the attendance issues with you and work together to put a plan in place.
- Develop consistent evening and morning routines with your child.
- Please try to book medical appointments after school and book holidays out of term time.
- **If your child is unwell or unable to attend school, Please phone the relevant absence line on each day of absence by 8.30am.**

- Year 7 01442 205706
- Year 8 01442 205703
- Year 9 01442 205760
- Year 10 01442 205758
- Year 11 01442 205707
- Year 12/13 01442 205720

- Pupils need to arrive at school on time – the school day starts at 8.25am for Secondary.
- Excellent school attendance will help your child feel part of the school community and enable them to enjoy all the social aspects of school life.
- School offer meetings and phone calls to discuss attendance issues to help unpick the barriers in attending school.
- School can refer to other local services for support.

### Useful links :

- <https://www.anxietyuk.org/>
- <https://www.familylives.org.uk/>
- <https://www.healthforkids.co.uk/>
- <https://www.healthforteens.co.uk/>
- <https://www.youngminds.org.uk/>