

September 2025

Attendance monitoring & reporting

In preparation for the new academic year, we are always looking to improve attendance in our school. Our current attendance target is 96%.

Regular attendance leads and enables the children to make, or exceed, expected progress towards their Learning Goals. Irregular attendance has a negative impact on the children's social, emotional and academic development and studies show that this affects their future throughout their school life and beyond.

To encourage regular attendance and to identify any barriers to attendance as early as possible, we do monitor the attendance of all our children but we will continue to monitor children more closely if their attendance drops below our school attendance target of 96%. If there is no improvement following you being made aware of this, you may be invited into school for a meeting to see if we can offer any support.

Illnesses, medical and dental appointments

If your child is absent from school, it is good practice to contact the office with a reason for the absence. It is also helpful for us to receive appointment cards/letters if you are unable to arrange appointments outside of the school day.

Lates

Polite reminder that if your child/ren arrive between 8.55am and 9.15am they will receive a late mark (L) code. If your child/ren arrive after 9.15am they will receive a (U) code which is also an unauthorised late mark and could lead to a fixed penalty. Absences, whether authorised or unauthorised will bring your child/ren's attendance down.

Leave of absences during term time

If you are taking a Leave of Absence (holiday) during term time, please call into the office to collect a leave of absence request form.

We would like to politely remind you of the changes to penalty notices from August 2024, further information around this can be found below.

Home visits

Home visits will be carried out to check on the well-being of children who are absent from school. These visits will take place in cases where no contact can be made to establish reason for absence and on day 3 of absence in all cases, and will continue if absence persists. In some cases, dependent on the circumstances surrounding pupil absence, we may make a home visit sooner. If deemed appropriate, the Education Welfare Officer may make the home visit.

Attendance awards incentives 2025-2026

To encourage good attendance, we will continue with our award incentives which are outlined below from September 2025:

Individual awards

- If your child/ren achieve 96% or above for 1 school term they will receive their Bronze attendance award
- If your child/ren achieve 96% or above for 2 consecutive school term's they will receive their Silver attendance award
- If your child/ren achieve 96% or above for more than 2 school term's they will receive their Gold attendance award
- Any child/ren with 100% attendance by the end of the academic year will receive a special award

Class awards

Our attendance target is 96%. Each week the class with the highest attendance receives an award and £5 credit towards an end of year treat. This year children have chosen some great end of year treats such as, cinema afternoon's, teddy bear's picnic or a class party!

We do thank you for your continued support around attendance but please do not hesitate to contact Mrs Norman our school Attendance Officer if you have any questions concerning this letter.

Yours sincerely,



Mrs Clare Grainger-Roystone
Headteacher

Penalty Notices can be issued for:

Leave of Absence - Penalty Notices can be requested by schools for leave of absence in term time for 5 or more days. This can be consecutive absence, or non- consecutive. The LA retains discretion to issue a penalty notice before the threshold is met.

Unauthorised Absence - Penalty Notices can be requested by schools when there have been 10 sessions of unauthorised absence in a 10-week period. In these circumstances a Notice to Improve may be sent to the parent by the Local Authority on behalf of the school prior to the notice being issued.

First Offence – The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Second Offence (within three years) – The second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Third Offence and any further offences (within 3 years) – The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent per child.

Good Attendance means...

Being in school at least 97% of the time or 184 to 190 days

Remember

Your education is important - don't miss out!

Did you know?

A two week holiday in term time means that the highest attendance a child can achieve is **94.7%**



Well done

I'm concerned

Seriously worried

A good attendance gives you the best chance for success

A poor attendance gives you less chance of success

Very poor attendance has a serious impact and reduces life chances

There are **365** days in a calendar year

175 are **not** spent at school*

*So there's plenty of time for shopping, holidays and appointments!

Did you know?

When pupils attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends

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