

The Law

All children of compulsory school age (starting from the term after they are 5) must receive a suitable full-time education. As a parent, you have the legal responsibility to make sure this happens.

Once your child is registered at a school, you are legally responsible for making sure they attend punctually and regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted.

The law requires parents to make sure their children receive a full-time education suitable to their needs. For most children this means attending school regularly.

Regular school attendance is an important part of giving your child the best possible start in life. Talking to your child and their teachers could help to solve any difficulties you have in getting your child to go to school - and there are other forms of support available if you still have problems.

Failure to ensure a child's regular attendance at school is a criminal offence and if, with support from the school's attendance officer and / or the local authority education welfare officer, your child's attendance fails to improve, the education welfare officer will consider one of two courses of action:

- Penalty fine of £60 (if paid within 21 days), rising to £120 (if paid after 21 days but before 28 days have elapsed). Failing to pay the fine will result in prosecution.
- Prosecution in the magistrates' court.

It is the responsibility of each parent to ensure regular school attendance and failure to do so will result in each parent being charged with the offence. If convicted, both parents will be punished by the courts, resulting in a fine of up to £2,500 for each parent and / or up to 3 months custodial sentence.



Attendance and Lateness



Helping your child to make the most of our school

Lost Learning in a school year - percentage attendance explained....

100% attendance - **Excellent** 😊

95% attendance - 1 week 4 days of learning missed

90% attendance - 3 weeks 4 days of learning missed

85% attendance - 5 weeks 3 days of learning missed

80% attendance and below - At least 7 weeks 3 days of learning missed

Late to School

Punctuality is an important life skill.

Being late to school can also have an impact on your child's education. In a primary school they can miss important information and introduction to lessons.

If you are late by 5 minutes every day you are taking the equivalent of one day off every term.

Please remember – the school grounds are open and supervised from 8.30am giving your child plenty of time to get to class on time.

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*There are 190 school days in each year – that leaves 175 non school days to spend on family time, visits, holidays, shopping and appointments.*  
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Is attendance important?

Yes is the simple answer.

Firstly it is a legal requirement for children of school age to regularly attend school. Poor attendance in early years can have a significant impact on their secondary education. Primary education provides the building blocks and foundations for the future. For your child to achieve their best they need to be in school on a regular basis.

Illness

We know that you cannot stop your child from being ill and we would not want them to come into school if they are not well, but are they unwell enough to be off school?

Please ensure you contact the school office before 10am on the first day of absence

Absence requests

All absence requests **must** be submitted in writing either by letter or email to the school office. These should be received a least four weeks beforehand and prior to any booking.

We will not authorise any term time holiday. We will only authorise leave during term-time in **exceptional circumstances** and we will look at each request individually.

Any **unauthorised** leave of absence could result in a Penalty Notice fine being issued. This is £60 if paid within 21 days or £120 if paid within 28 days. Non-payment of this fine may result in prosecution in the Magistrates Courts, without further warning being issued.

The Education Welfare Officer

The Local Authority Education Welfare Officer have their own arrangements to manage poor attendance. If your child's attendance is unsatisfactory and not improving despite support from the school, the school will make a referral to the Local Authority. You may be invited to attend a PACE meeting (Police and Criminal Evidence Act 1984) or may proceed straight to Penalty Notice fine or prosecution.

HELP AND SUPPORT

We are here to help....

Please let us know if there are particular issues that are affecting your child's attendance – we may be able to help, advise or where appropriate we can refer you to the Family Workers Team.

School Nurse:
The School Nursing Team - 0300 029 5050

For contact and appointment details, ask at the school office