



## Attendance Summary for Parents 2024-25

Regular and punctual attendance is essential to effective learning. The Academy is committed to working with parents/carers, pupils/students and external agencies to identify, minimise and ultimately eliminate barriers to ensure that good attendance and punctuality is achieved by all.

### Key Information



Attendance Leader: Mrs Rosie Hayes



Attendance Champion: Mrs French

### School day timings

<b>EYFS:</b> 8.45am till 3.15pm	<b>KS1</b> (Y1 & Y2): 8.45am till 3.15pm	<b>KS2</b> (Y3 to Y6): 8.50am till 3.20pm
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Registers close at 9.15am for EYFS and KS1 and at 9.20am for KS2. If your child arrives after this time the session will be marked as unauthorised (U).

### What to do if your child is unable to attend school

Contact the school, on each day of absence, on **0115 7453385** or **07736 194791**

If contact is not made with the school, we will contact you by phone or by text. We may also consider a home visit.

<p><u>Examples of authorised absence:</u></p> <ul style="list-style-type: none"> <li>• Illness and medical appointments</li> <li>• Religious observance</li> </ul>	<p><u>Examples of unauthorised absence:</u></p> <ul style="list-style-type: none"> <li>• Term-time holidays</li> <li>• Being up late the night before</li> <li>• Helping to look after siblings</li> </ul>
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### Persistent Absentees

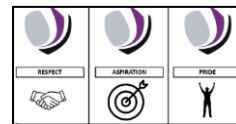
A persistent absence is when a child's attendance falls below 90%. This happens when they have 19 days absence in the course of a year. There is a significant risk of underachievement at this stage.

When a pupil becomes a Persistent Absentee, we will require evidence for their absence (appointment card, doctor's note etc).

### Graduated Response

The school supports good attendance and punctuality through:

- Fostering positive relationships with pupils and parents



- Working with parents to overcome barriers
- Providing pupils with rewards and incentives
- Working with external agencies to overcome attendance barriers
- Providing reasonable adjustments and re-integration plans to support pupils returning to school following a lengthy period of absence (complex barriers, ill-health)

Good Attendance	Attendance recognition certificates and prizes
Tier 1: Early Intervention	<b>4 days absence</b> - contact will be made with parents to discuss potential barriers to school attendance.
Tier 2: Cause for concern	<b>8 days absence</b> – letter sent to parents. Invite to attend meeting to discuss barriers and actions to improve attendance.  Early Help assessment considered.
Tier 3: Risk of becoming a Persistent absentee	<b>12 days absence</b> – continued monitoring and work with school.  Referral to Education Welfare Service in targeted support meetings.  Early Help assessment considered.
Tier 4: Persistent Absentee	<b>19 days absence - Persistent Absentee letter</b> to be sent to parents.  Involvement of Local Authority which may involve: <ul style="list-style-type: none"> <li>• Attendance contract or an education supervision order.</li> <li>• Notice to Improve and/or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents’ behaviour.</li> <li>• Intensify support through social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).</li> <li>• Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.</li> </ul>

### Penalty Notices

**Per Parent, Per Child** - Penalty Notice fines will now be issued to each parent, for each child that was absent.

**First Offence** - £160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Further penalty notices can be issued for:

- 5 or more consecutive days of term time leave
- 10 sessions of unauthorised absence in a 10-week period

**Second Offence (within 3 years)** - £160 per parent, per child paid within 28 days

**Third Offence and Any Further Offences (within 3 years)** - The case will be presented straight to the Magistrates’ Court. Magistrates’ fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates’ Court can show on the parents future DBS certificate, due to a ‘failure to safeguard a child’s education’.