

# ATTENDANCE NEWSLETTER

January 2020



## WHY ATTENDANCE IS IMPORTANT

- Excellent attendance and punctuality are important to ensure that your child achieves their full educational potential.
- Poor attendance can have a significant, negative impact on your child's social development, academic progress and future life chances.
- Pupils are expected to have an attendance level of at least 96%

## EVERY DAY COUNTS!

- It is essential that children attend school regularly and that they attend on time.
- Children should be entering school between 08.30am - 08:40 am, in order to be ready to settle down to work with the class at 8.45am. The gates will be closed at 8.45am prompt.
- Nursery doors close at 8.45am for the morning session and 12.00noon for the afternoon session.
- If you arrive at school later than this time you must sign your child in at the school office.
- **If you are collecting your child during the school day for an appointment then you must bring your child's appointment card with you when signing out for appointments.**

## PUNCTUALITY

- School doors open at 8.30am and registration is at 8.45am.
- The gates will close promptly at 8.45am and if you arrive with your child after this time you will have to sign in at the office and a late mark will be given.
- If your child arrives to school after registration closes at 9.15am you still need to sign in at the office. You will be given a U mark that shows as being in school but will not count towards attendance and will mean they have an unauthorised absence. This is in accordance with Local Authority Regulations and may mean that you could face the possibility of a Penalty Notice if the problem persists.

## BEING ON TIME .....

- ...gets the day off to a good start and helps create a positive frame of mind.
- ... means your child is ready to learn
- ... helps your child make the most of their learning and sets positive patterns for the future.
- ... helps children develop a sense of responsibility both for themselves and for others.
- ... helps your child make and keep friends.
- ... improves self confidence.

## REGULAR ATTENDANCE AT SCHOOL .....

- ... helps your child make the most of their education, improving their choices in adult life
- ... helps children and young people with their social skills as well as making and maintaining friendships
- ... helps build your child's confidence and self esteem
- ... helps to establish good routines
- ... helps your child to get good grades

## WHAT HAPPENS IF ATTENDANCE DROPS BELOW 96%

If you are concerned about your child's attendance or need any help or advice, please contact school.

If your child's attendance drops below 96% or if school are concerned about your child's attendance, set procedures have been put in place by the Local Authority to help monitor this and support you in helping your child's attendance to improve. Letter's will be sent out informing you when your child's attendance is declining and at this point school are unable to authorise absences unless there are justifiable reasons. If attendance declines further, meetings may be held with you to support and offer advice where necessary. If attendance continues to decline, you may then be at risk of receiving an Education Penalty Notice (fine).

MORE INFORMATION CAN BE FOUND OVERLEAF ON HOW THE LOCAL AUTHORITY ATTENDANCE PROCEDURES ARE IMPLIMENTED IN SCHOOL

## Attendance Procedures

Good attendance is 96% and above  
This is equal to 2.5 days per term OR  
7.5 days per year

### Attendance drops below 96%

#### **Letter 1 is sent out**

This letter tells the parent that attendance is dropping and will be monitored. It also says that further absences will be unauthorised unless there is a justifiable reason but supporting evidence will be taken into account.

### Attendance drops further

#### **Letter 2 is sent out**

This letter invites the parent in for an Attendance Support Meeting. It also reiterates that further absences will be unauthorised unless there is a justifiable reason but supporting evidence will be taken into account.

### Attendance is maintained or increases

Attendance will still be monitored until such a time that attendance increases above 96%

**If attendance decreases**

### Attendance Support Plan Meeting

This meeting is aimed at helping identify any issues or concerns that may impact on attendance. The meeting will be reviewed every 6-8 weeks until such a time that attendance improves to a satisfactory level. An attendance support plan is completed and signed by parents and school.

### Education Penalty Notice (EPN) Letter

This can be sent out after previous steps have been completed and if the pupil has at least one more unauthorised absence. Attendance is then monitored for 15 school days and if the pupil has an unauthorised day off during this period we can refer to the Local Authority for a fine to be issued. Multiple letters can be sent and multiple fines can be issued throughout the school year. Throughout the process, attendance will still be monitored and ASP meetings will still be held until such time that attendance improves.

OR

### Court Prosecution Letter

This can be sent out instead of an EPN letter if the parent has already had one EPN letter or if the parent has already committed a previous offence. Attendance is monitored for 15 school days from the date of the letter and if the pupil has an unauthorised day off during this period we can refer to the Local Authority for court proceedings to commence.