

How will poor school attendance affect my child?

They will miss out on an exciting and engaging curriculum, with lots of important learning opportunities.

They will find it much harder to feel part of the school community and make good relationships with their friends.

Children's habits are being formed in primary school and should this poor attendance take place they are less likely to gain the GCSE's they require later in school life.

Their parents/carers can be taken to court and go through legal proceedings.

It is a legal responsibility for all children at compulsory school age to attend school.

How is my child's school attendance monitored?

Every two weeks- the Attendance data is printed of for pupils whose attendance falls below 90%. A note to improve is sent to those who have no valid reason for the absence i.e. where there is no known long-term illness. Patterns in absence are noted.

The Inclusion team monitor those children and follow them up to ensure that the attendance rises.

Each half term-for those pupils whose attendance falls below 95% a monitoring letter (held in office) is sent out to parents/carers to inform them of the poor attendance and the monitoring. If further absence takes place a second letter is sent informing parents that monitoring is taking place and that no absence will be authorised by the school.

Further absence within this half term-the parents are invited to a meeting with the head teacher to discuss the fact that all children have a legal right and imperative to attend school.

Continued poor attendance-a referral is made to 'Learner Engagement' within the Local Education Authority. They can make house calls or meet with the parents/carers in school to ensure that they are aware of the seriousness of the situation. New legislation means that schools are now able to impose fines on parents/carers who do not ensure their children are in school.

Fixed Penalty Notices are fines which are imposed on parents who do not ensure their child regularly attends school. Learner Engagement and the head teacher will decide if this will be enforced. Parents will be invited to a meeting to discuss this matter. Penalty notices can be used where the pupil's absence has not been authorised by the school.

The penalty is £60.00 (per parent for each child) if paid within 21 days, rising to £120.00 if

paid after 21 days but within 28 days. The payment is paid direct to the local authority. Parents can be prosecuted if 28 days have expired and full payment has not been paid. There is no right of appeal against a penalty notice.

Failure to pay after the 28 days may result in a summons to appear at the magistrates court on the grounds that the parent' carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child.

What happens if I take my child on holiday during term time?

The Government has implemented new legislation effective from 1st September 2013 which means that no requests for holidays can be authorised except in exceptional circumstances. When a parent or carer wished to take their child out of school during term time they must complete a leave of absence form and this should be submitted to the school at least 4 weeks prior to the proposed start of the absence. If parents take their child on holiday without authorisation then the head teacher will make a request to the Local Authority to issue a fixed penalty notice.

How will my child be rewarded for good attendance?

At Mallard Primary School we believe in rewarding the child for their good attendance and as such there are a number of incentives in place such as half- termly stickers and 'treats'. In addition to this, we recognise excellent attendance at our celebration of success at the end of the summer term. Children with 100% attendance for the year receive a certificate and a reward. Children with 97% plus attendance are rewarded with a celebration party.

We look forward to your support in this drive to improve school attendance and encourage your children to achieve their full potential.