

What if I want to go on holiday?

Bradford Local Authority Guidance and the amendment to The Education Regulations 2013, state that leave for pupils during term time should not be authorised under any circumstances.

Head teachers may now only grant leave in term time where the circumstances are exceptional.

Parents who have exceptional circumstances, which lead them to request leave in term time for their child, should complete a leave of absence form and submit it to the Headteacher.

What is a Fixed Penalty Notice?

A Fixed Penalty Notice is a fine of £60 for each named parent or carer issued by the Local Authority through the Education Welfare Service.

Facts about Fixed Penalty Notices (FPNs):

- A FPN can be issued when a pupil has 10 school sessions (5 days) recorded as unauthorised.
- A FPN can be issued for any absence marked in the register as unauthorised.
- The fine will increase to £120 if it is not paid within 7 days. If no payment is made with 28 days the Local Authority will start prosecution through the Magistrates Court.
- Information on how to pay is included in the FPN. Payment cannot be made by instalments or directly to the school.
- There is no right of appeal once a FPN has been issued.

Can I get help if my child is not attending regularly?

Yes. School and the Educational Social Worker (ESW) will give you advice and support if you need help with your child's attendance. It is very important that you speak with the school or ESW at the earliest opportunity if you have any worries about your child's attendance.

Remember: School staff would much rather work with parents and carers to resolve poor attendance than resort to enforcement actions like Fixed Penalty Notices.

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Attendance Matters

Every Day Counts!

Information for parents and carers

Why is it important for my child to be in school?

Research shows that regular attendance has a positive impact on children's achievement.

Attending school regularly helps children's social and emotional development; children with periods of absence can feel 'left out' and become socially isolated.

IT IS THE LAW! Both parents may be fined if your child does not attend school.

School Attendance		
Outstanding	100% - 99%	
Good	98% - 97%	
Satisfactory	96% - 95%	2 school weeks of lost learning
Unsatisfactory	94% - 90%	4 school weeks of lost learning (becoming a cause for concern.)
Unacceptable	89% - 76%	8 school weeks of lost learning (risk of being issued with a penalty notice or prosecuted.)
Neglect	75% - 70%	12 school weeks of lost learning (school will request a penalty notice or prosecution.)

What is good attendance?

The school is required to monitor attendance. Attendance below 96% is considered unsatisfactory. If your child's attendance falls below 96% this is what will happen:

1. A 'warning' letter will be issued by the school. An attendance target may be set.



2. The school will request an appointment with the parent/carers.



3. A referral may be made to Educational Social Worker.



4. Fixed Penalty Warning may be issued.



5. A prosecution may be undertaken by the Educational Social Worker.

If your child's attendance improves, no further action will be taken.

Does the school reward good attendance?

Yes. The class with the highest attendance in school is awarded a non-uniform day the following Friday. A text message is sent to parents to confirm whether their child is eligible.

What if my child is ill?

If your child has a minor illness e.g. mild headache, cold or stomach ache please bring them into school and inform their class teacher. If your child is unable to learn or their health/wellbeing deteriorates, we will contact you to collect your child.

Please inform the school office on the first day of any absence.

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Please avoid arranging medical and dental appointments in school time.

If your child is ill for a period of 5 days or longer you must provide evidence in the form of a doctor's note.

What happens if my child is late for school?

Your child will be marked as 'late' if they arrive after 9.10 a.m.

If your child is late then they miss valuable teaching time and disrupt the rest of the class.

If your child arrives at school after 9.30 a.m., this will be marked as an unauthorised absence.