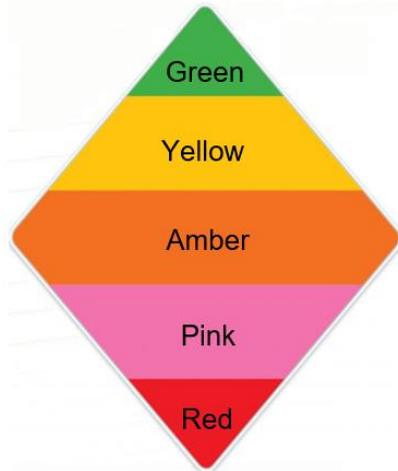


Kestrels' Attendance Diamond



Green 97% - 100%

No risk to children's learning and achievement
All children should be aiming to be on Green

Yellow 95% - 96.9%

Some risk of underachievement
The school will monitor attendance to ensure it does not fall into the Amber category

Amber 93% - 94.9%

Serious risk of underachievement
Parents/carers will receive a concern letter from the deputy headteacher and attendance will be closely monitored

Pink 90% - 92.9%

Severe risk of underachievement
Involvement of Education Welfare Service which may lead to an attendance panel meeting

Red Less than 90%

Extreme risk of underachievement

- **Persistent Absence**

Education Welfare may issue a penalty notice and/or take court action if necessary

The school regularly monitors the attendance of all pupils. The deputy headteacher meets with the **Education Welfare Officer** from Leicester City Council on a fortnightly basis to discuss children whose attendance falls below 95%.

Penalty Notices

What does a Penalty Notice cost?

£60 per parent, per child if paid within 21 days.

£120 per parent, per child if paid within 28 days.

What happens if I don't pay?

The Local Authority has no option but to prosecute a parent in the Magistrates' Court for failing to ensure regular school attendance.

A fine of up to £2,500 or a community penalty could be imposed together with a Parenting Order. A criminal record may then exist for the parent.

When will a Penalty Notice be issued?

If a parent takes a child on holiday that has not been approved by the school, or if a child has a significant number of unauthorised absences in a short space of time.

Attendance and Achievement



*Kestrels' Field
Primary School*

Information and support for parents and carers



At Kestrels' Field Primary School, we want all children to reach their full potential. We aim to promote positive attendance and learning habits in order for all children to maximise their achievements both academically and personally.

We know that pupils with good attendance:

- Achieve better
- Feel happier
- Gain confidence
- Find it easier to make and keep friends



- Our school target is **96%**
- We want all children to **aim for 100%** in order to reach their maximum potential in school

Be the best you can be

Version 1.0 – Summer 2018

Punctuality

All children need to be on time every day in order to be registered and given key information about the day ahead. Children who are late cause disruption and miss important notices.



Infant building

- Classroom doors are open at 8:20
- **Classroom doors are closed at 8:35 – children should be in school by this time**
- A child will receive a **Late** mark if they arrive between 8:35 and 9:00
- A child will receive an **Unauthorised** mark if they arrive after 9:00. This means that the morning session will be an unauthorised absence.

Junior building

- Classroom doors are open at 8:35
- **Classroom doors are closed at 8:50 – children should be in school by this time**
- A child will receive a **Late** mark if they arrive between 8:50 and 9:15
- A child will receive an **Unauthorised** mark if they arrive after 9:15. This means that the morning session will be an unauthorised absence.

Any **Late** or **Unauthorised** registration marks will be monitored by the school. The Education Welfare Service will become involved if this is a regular occurrence which could lead to a Penalty Notice being issued and further action being taken.



Medical/Dental appointments

Parents should aim to book these appointments during the school holidays or before/after school.

Children should be brought into school/back into school promptly after an appointment.

Unauthorised absences

The following examples are not acceptable reasons to be absent:

- The birthday of a child or family member
- Being tired from travelling back from a weekend away/not sleeping
- Going to a concert or sporting event
- Going shopping



What if my child is ill?

If your child is too ill to come to school you should make every effort to phone the school office to report the absence. Sometimes we may encourage you to bring your child in as normal and we will contact you should we feel that they are too unwell to continue.

Cold	Child should be in school We may not authorise absences for a cold, sore throat or headache
Chicken pox	Child should remain off school until the rash has cleared
Scarlet fever	Child can return to school 24 hours after starting antibiotics
Diarrhoea/ Sickness	Child should remain off school for 48 hours



Medical Evidence

In most cases we will only authorise absence for 3 days unless medical evidence is provided. You can show the school office any prescription medication that has your child's name printed on it, or any appointment cards. We will not need to take copies of this.

Can I take my child on a leave of absence during term time?

We will not authorise any leave of absence during term time. Families have 175 days to plan holidays, trips and visits. Whilst we fully understand that the costs associated with travelling abroad favour travelling during term-time, we want to ensure that children receive every opportunity to achieve their potential in school.

A penalty notice will be issued for any leave of absence of 5 days or more.

In **unavoidable, emergency situations** that are **unplanned**, parents may wish to arrange an appointment with the deputy headteacher to discuss a child's planned absence from school.

In all cases, a leave of absence request form must be completed by parents/carers in order for the school to be satisfied that the child is safe and well when away from school during term time.

Please see the office if you have any further queries.