

What Yeovil Federation Schools are doing to support attendance

All members of staff in our schools understand how important attendance is and encourage a positive ethos regarding attendance for all pupils.

Attendance is monitored regularly with any unexplained absence being investigated by contact with home to ascertain the reason for absence. If contact cannot be made the absence will be recorded as **UNAUTHORISED**.

It is the parent's responsibility to inform the school of any absence.

Your school contact for attendance matters is:

Name: Mrs Agnes Lutoborska

Tel. No: 01935 474224

Email: penmill@educ.somerset.gov.uk

Education Welfare Officer (EWO)

Pupils whose attendance is causing concern will be referred to the school's Education Welfare Officer. The EWO visits the school regularly to monitor attendance and discuss with the school the best way to bring about improvement in a pupil's attendance and, sometimes, the need to issue a Penalty Notice.

Please contact the school for details of your EWO.



Warning Penalty Notices

In school, one day = 2 sessions. Pupils who have 10 unauthorised sessions of absence (5 days) within 12 weeks of school may be issued a Warning Penalty Notice or a Penalty Fine. The notice means that attendance is monitored especially carefully and any further absence could then result in a Penalty Fine of £60 per child, per parent being imposed.

A parent who takes their child out of school during term time after the Head Teacher has refused to authorise term time leave could also receive a Penalty Notice or a Penalty Fine.

Each school has its own attendance policy which provides details of how all the attendance procedures are managed.

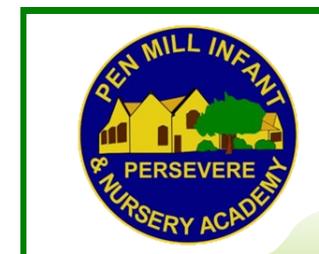


The Yeovil Federation is a Community Learning Partnership comprising 35 institutions centred around Yeovil. We believe that by working together we are better able to raise aspirations and achievements for all our learners.



Attendance at School is a Priority

Guidance for Parents and Students



It is the responsibility of parents and guardians to contact the school as early as possible on the first day of absence

Why does attendance matter?

100%



Research shows that there is a direct link between good attendance and achievement in school. Poor attendance can have a direct effect on a pupil's attainment.

For example, 90% attendance might sound quite acceptable but what it really means in reality is.....

- On average half a day's school missed every week.
- This would also mean in one year 4 whole weeks of schooling is missed.
- In 5 years it would mean half of a school year missed.

99%



How much is a Penalty Notice?

98%

£60 per parent per child if payment is made within 21 days

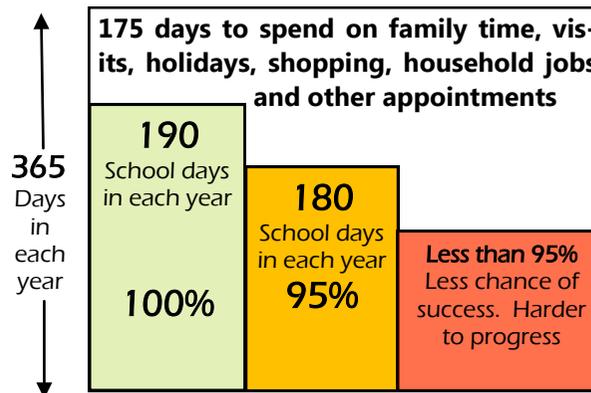
£120 per parent per child if paid after this but within 28 days

What happens if I get a Penalty Notice and I don't pay?

97%

You have up to 28 days from receipt to pay the Penalty Notice in full. If full payment is not received within this time the local authority is required under the Act to commence proceedings in the magistrates Court for the original offence of unauthorised absence by your child. If proven, this can result in fines of up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences. If found guilty the parent will have a criminal record.

96%



Our whole school attendance target is



97%

Major issues affecting school attendance

Term Time Leave

Pupils who are taken out of school during term time may find it hard to catch up and this can have a detrimental effect on their learning.

The law states that parents **do not** have the right to take their children out of school for holidays during term time.

Any request for Term Time Leave must be made in writing to the Head Teacher in advance. Requests will not usually be granted. The Head Teacher will only authorise term time leave in EXCEPTIONAL circumstances according to DfE guidelines. It is not the school's responsibility to issue work during term time leave as your child should be attending school.

Any unauthorised absence, including term time leave not agreed with the school, could result in a Warning Penalty Notice being issued to each parent for every child affected.

Medical

We would not expect any parent to send their child to school if they were genuinely unwell. However, if your child is going to be absent for 5 consecutive days we would request medical evidence to support the absence. Schools may request medical evidence sooner than this if a child's attendance is poor.

If your child is feeling 'under the weather' it is usually best to bring them into school. We will contact you if a child becomes too unwell to remain in school.