



ATTENDANCE AND PUNCTUALITY

THE INFORMATION BELOW SETS OUT THE KEY ASPECTS OF OUR SCHOOL POLICY AND HIGHLIGHTS THE NEW NATIONAL FRAMEWORK FOR PENALTY NOTICES

WHY REGULAR

ATTENDANCE MATTERS

GOOD ATTENDANCE AT SCHOOL IS NOT JUST BENEFICIAL BUT ESSENTIAL IN ENABLING PUPILS TO REACH THEIR FULL EDUCATIONAL ACHIEVEMENT.

STATISTICS SHOW A DIRECT LINK BETWEEN UNDER-ACHIEVEMENT AND ABSENCE BELOW 95%. REGULAR ATTENDERS MAKE BETTER PROGRESS, BOTH SOCIALLY AND ACADEMICALLY AND AS WELL AS THIS, COMING TO SCHOOL HELPS TO CULTIVATE OUR BRAVE SCHOOL VALUES:

- BELONG
- RESPONSIBLE
- ASPIRATIONAL
- VALUE DIVERSITY
- EMPOWERED

PUPILS WHO MAINTAIN EXCELLENT ATTENDANCE ARE ELIGIBLE FOR SPECIAL REWARDS AND RECOGNITION INCLUDING ATTENDING TERMLY CELEBRATION EVENTS.

REPORTING ABSENCE

- CONTACT THE SCHOOL BEFORE 8.30AM ON THE FIRST DAY OF ABSENCE.
- CALL THE SCHOOL EACH DAY YOUR CHILD IS ABSENT UNLESS IT IS A KNOWN LONG-TERM ILLNESS/ABSENCE.

TERM-TIME HOLIDAYS

TERM-TIME HOLIDAYS ARE GENERALLY NOT PERMITTED.

PER PARENT, PER CHILD

PENALTY NOTICE FINES WILL BE ISSUED TO EACH PARENT FOR EACH CHILD THAT IS ABSENT WITHOUT AUTHORISATION

HOW YOU CAN HELP

- AIM FOR YOUR CHILD TO HAVE 100% ATTENDANCE
- ONLY REQUEST FOR LEAVE IN EXCEPTIONAL CIRCUMSTANCES
- ARRIVE ON TIME. LATE ARRIVALS DISRUPT THE EDUCATION OF OTHERS
- AVOID TAKING YOUR CHILD OUT OF SCHOOL FOR NON-URGENT APPOINTMENTS
- NO TIME TAKEN OFF FOR MINOR AILMENTS
- PROVIDE THE SCHOOL WITH MORE THAN 1 EMERGENCY CONTACT
- BUILD A ROUTINE THAT PROMOTES GOOD PUNCTUALITY AND ATTENDANCE
- INFORM THE SCHOOL IF YOU OR YOUR CHILD IS HAVING DIFFICULTIES WHICH IMPACT ATTENDANCE AND/OR PUNCTUALITY

MONITORING & PLANS

- ATTENDANCE WILL BE CLOSELY MONITORED INCLUDING PATTERNS OF ABSENCE.
- IF APPROPRIATE, FORMAL PLANS PUT IN PLACE.
- REFERRALS WILL BE MADE TO SERVICES AND ORGANISATIONS THAT CAN PROVIDE SUPPORT
- POSSIBLE LOCAL AUTHORITY INVOLVEMENT.

ATTENDANCE SUPPORT

IF YOU ENCOUNTER ANY DIFFICULTIES RELATED TO ATTENDANCE, PLEASE DO REACH OUT TO:

- SAM MATTHEWS (FAMILY SUPPORT MANAGER)
- WENDY POGHOSYAN (WELFARE OFFICER)
- PRINCESS AGBOOLA (WELFARE OFFICER)
- MS RAWAT (ASSISTANT HEAD)

PENALTY NOTICES

10 (5 DAYS) SESSIONS MISSED IN A 10 WEEK PERIOD (TERM TIME LEAVE OR IRREGULAR ATTENDANCE)

FIRST TIME - £160 PER PARENT PER CHILD WHEN PAID WITHIN 28 DAYS. REDUCED TO £80 PER CHILD IF PAID WITHIN 21 DAYS

SECOND TIME - £160 PER PARENT PER CHILD WITHIN 28 DAYS. NO REDUCTION

THIRD TIME - CASE TO MAGISTRATES COURT AND POSSIBLE FINE OF UP TO £2,200

WHEN THE SCHOOL BECOMES AWARE THAT THE NATIONAL THRESHOLD HAS BEEN MET A PENALTY NOTICE MUST BE CONSIDERED.