

Dear Parents 'Carers

As a school, we are continuing to work very hard to try and improve our overall attendance and punctuality.

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs that they may have, either by regular attendance at school or otherwise.

Research proves that there is a **direct link between pupil achievement and attendance.**

The law states that a Headteacher cannot allow leave of Absence for the purposes of holidays, visiting relatives in another country, or spending time with family, this would be classed as a holiday, regardless of what your child's current attendance. Time absent from school for this reason will be categorised as **unauthorised**.

Only school can authorise a leave of absence and if you require an absence for any reason, you will be required to make an appointment with the Head of School to discuss this.

Parents who do not adhere to the law on attendance, may be fined by the Local Authority or even taken to court and prosecuted. In Law, an offence is committed if a parent fails to secure a child's regular attendance.

Working within the code of conduct, the local authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from school.

This will apply if your child falls within one or more of these categories:

- 10 Sessions (5 days) of unauthorised absence with under 90%
- 20 sessions (10 days) of unauthorised absence
- Persistently arrives late for school after registration closes

You could receive a penalty notice of £60.00 per child per parent which will increase to £120.00 if not paid within the 21 days. The penalty notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution.

Punctuality and Late Arrival

Children who arrive late are greatly disadvantaged. They miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled. It is very important that children establish good routines and habits in preparation for the rest of their lives.

.Covid attendance

- Gates open at 8.20 am and close at 8.35am. If your child arrives after this they need to go through the main office and sign in.
- Registers close at 8.50 – If your child arrives after this they will be marked as 'Late after register closes' also classed as an unauthorised absence.
- Any concerns regarding Covid symptoms please check the information on the back of this letter

Yours sincerely
Mrs Parker-Stone
Head of School

