

What can I do if my child is struggling to attend school regularly?

Clare Palmer, our School Attendance officer can offer you advice and support if you need it.

It is very important that you speak to us at the earliest opportunity if you have any concerns about your child's attendance.

You can help your child by ensuring that:

- ✓ The night before, they have everything ready for school.
- ✓ They have regular and appropriate bedtime routines.
- ✓ They arrive on time to school.
- ✓ You talk to a member of staff in school about any concerns.

What can I do to support my child's attendance?

Try to avoid making appointments during school hours.

Make sure you bring your child back after an appointment to ensure they are here for 1 session at least. (There are 2 sessions each day)

Please speak to a member of staff as we are here to help.

School Attendance Officer:

Clare Palmer
03000658430
07443492663

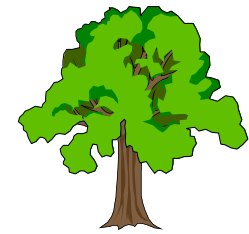


100%
Children with 100% attendance will receive rewards throughout the year.

97%
Children under 97% will be monitored weekly and Parents/Carers may be informed.

95%
Children 95% and under. School intervention will begin.

90%
Under 90% could result in a penalty notice or a referral to the local authority.



**Senacre Wood
Primary School**

SCHOOL ATTENDANCE

Every day counts
Good attendance in school
= Good progress





What are our school times?

Our school gates open at 8:40 and close at 8:50 every day.

You are able to access either the front or back gate. There is always a member of staff available at this time to take messages or to support separation.

Pupils are expected to arrive by 8:50am. All pupils who arrive late must report, with their parent, to the school office where the reason for lateness will be recorded.

The pupil will be marked as late in the register (registration code L).

The register will close at 9:15am. Pupils arriving after the register has closed will be marked as late after registration and this will count as an unauthorised absence (registration code U).

Frequent lateness after the register has closed will be discussed with parents and could provide grounds for further action.

What should I do if my child is absent?

Telephone or text the school before 9am on 03000658430 if your child is unable to attend and each day thereafter with the reason for this. You may also text the FLO phone on 07443492663

Why does attendance matter?

When your child attends school every day:

- They are given so many more opportunities.
- They are able to make good friends.
- It increases their confidence in their learning and day to day tasks.
- It improves their social skills and allows us to help them reach their full potential.

The class with the highest attendance each week is awarded with Attendance Ted.

Your child's attendance is monitored closely by our school attendance officer and by the local authority.

When your child's attendance drops under 97% they are monitored weekly.

If their attendance continues to drop, then a first and then second letter will be sent home. If there is still no improvement a meeting will be held in school to offer support around the attendance issue.

If there is still no marked improvement with the additional support, a referral will be made to the local authority and a School Liaison Officer will become involved.

Legal Sanctions

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

A penalty notice can be issued as a result of the following:

- Parentally condoned absence
- Unauthorised leave for the purpose of a family holiday in term-time
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)
- Where an excluded child is found in a public place during school hours during the first five days of exclusion.

A Penalty Notice may be issued when a pupil has been absent for 10 or more sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 school days – these absences do not need to be consecutive.

