



# School Attendance

Parent / Carer Guide – September 2024



## Why is GOOD Attendance important?

At Sutton Road Primary School we take **PRIDE** in all we do, we have high expectations for good attendance, alongside good behaviour, which we demonstrate through our school mission statement taking **Personal Responsibility In Delivering Excellence**.

Good attendance starts at home and to support this we value our strong relationships with our parents and pupils. At Sutton Road we treat all our school community with dignity and kindness and this in turn creates a sense of belonging where children and their families can feel safe and secure.



### **'Attendance is everyone's business' (Department of Education)**

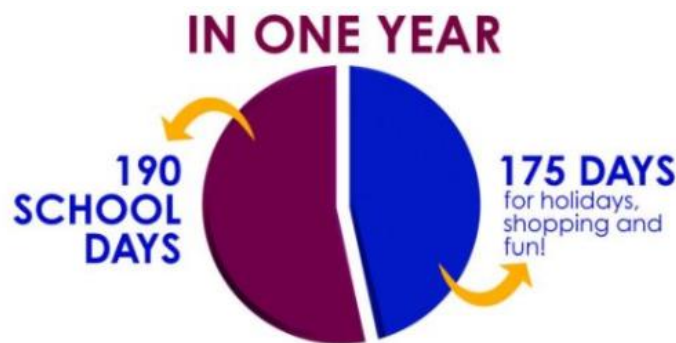
The DfE have issued new guidance to all schools and local authorities which come into effect from 19th August 2024. For this reason, it is important to share with you some of those changes.

## Please help...

- ✓ To ensure your child achieves their best at school, we need them in school, on time every day – everyday counts!
- ✓ If you need any support, please come into school or contact **Mrs Darwood Brown: 01623 455920** or [office@suttonroad.org](mailto:office@suttonroad.org)

*School starts at 8.40am, however the doors are open from 8.30am*

*Nursery starts at 8.30am – 11.30am or 12.15pm – 3.15pm*



## What to do if your child is going to be absent...

### **Unplanned Absence / lateness:**

When reporting your child absent from school, please can we ask that you use one of the methods of communication below:

- ✓ Via ParentMail
- ✓ Email to [office@suttonroad.org](mailto:office@suttonroad.org)
- ✓ Telephone – 01623 455920

### **Planned Absence / lateness:**

**Appointments** – health appointments should ideally be made for outside of school time; however, we do appreciate this is not always possible. Please note that whilst the absence is authorised it still effects your child's attendance. Please notify school using the opposite methods.

**Exceptional Absences** – we request that school is notified in advance (minimum of 2 weeks notice) via the form on our website. Please note government guidance states that holidays in term time should not be approved.

**The DfE & Transform Trust look for 97% whole school attendance overall.**

## How we monitor your child's attendance:

If a child accumulates 3 days (6 sessions) of absence within a term, an attendance alert letter is sent home. This explains that school will monitor your child's attendance to ensure they get the best from their education and hope to work with you, to improve your child's attendance. (This will include ALL absences.) School will review every three weeks to identify positive improvements. If after 6 weeks, school still have concerns they will work with families to offer any support or guidance around improving attendance. Please be aware that more formal processes may have to be followed should there be no improvements.

## Excellent attendance may get...



Attendance Dojo's

Certificates

Stickers / rewards

End of year trip

Class rewards

Individual termly rewards

## If you, or the school are worried about your child's attendance...

### We will talk to you...



Where a pattern of absence is emerging, school will sensitively and respectfully, have conversations with the family to provide support and guidance.

### Share with us...



If you have concerns about attendance or how your child is feeling, contact your child's class teacher or our Attendance Lead, Mrs Darwood-Brown, for any initial support and guidance for your child or you as a family where it would be of benefit.

## Persistent & Severe absence

Persistent absence is where a pupil has missed 10% or more of school time, severe attendance is where a pupil has missed 50% or more. We know absent pupil find it more difficult to be in school and may face a range of challenges. They often need more intensive support to engage them fully into school life. School will work with families to put additional targeted support in place to remove any barriers to attendance.

## Other changes to be aware of...

- From September, schools will have to consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks. The threshold can be met with any combination of unauthorised absence. For example, four sessions in term time plus six instances of arriving late. The period of 10 weeks can also span different terms or school years.
- Schools will have to give their local authority the name and address of unwell pupils who they believe will miss 15 consecutive or cumulative days.

## Penalty Notices – issued for Term Time Leave or Irregular Attendance

Penalty notices are issued to parents as an alternative to prosecution and are intended to prevent the need for court action.

- Penalty Notice Fines may be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave would result in each parent receiving 3 separate fines.
- First Offence - The first time a Penalty Notice is issued the amount will be: £160 per parent, per child paid within 28 days. This is reduced to £80 per parent, per child if paid within 21 days.
- Second Offence (within 3 years) – £160 per parent, per child paid within 28 days.
- Third Offence and any further offences – The case is to be presented straight to the Magistrates' Court. A Magistrates fine can be up to £2500 per parent, per child.