

## Attendance Guide for Parents and Carers



### Why is attendance and punctuality important?

At Southglade Primary School we believe that good attendance provides the foundation for success at every stage of school life. We care about your child attending school because we know that good attendance and good punctuality benefits children in terms of their emotional, social and academic development. The link between attendance and attainment in school is clear. The more a child is in school the more they increase their opportunity to fulfil their potential. **Children should arrive every day by 8:45am.**

It is the government's expectation that children are in school every day except when they are too ill. If your child is ill, you should contact school on each day of absence. We will do all we can to support families to help their child to have good attendance and punctuality. This starts with close and productive relationships with parents and pupils. Our target for attendance is 96%. A child with 96% attendance would have no more than 8 days off per academic year.

### How will school support you with attendance?

Your child's class teacher or teaching assistant will greet your child at the door every morning. If you have any concerns with regards to your child's attendance you can raise it with the teacher or teaching assistant. You can also request to speak to a member of the school attendance team using the contact details below.

Name of Staff Member	Roles and Responsibilities	Contact Details
Mrs Rowlett	Attendance Champion	<a href="mailto:admin@southglade.nottingham.sch.uk">admin@southglade.nottingham.sch.uk</a>  0115 9155763
Mr Wilkinson	Attendance Team	
Mrs Main		
Mrs Finnie		
Miss Burrows		

### How does school promote good attendance?

Good attendance is celebrated in a variety of ways at Southglade, using a mixture of individual, class and whole school recognition.

- Ongoing praise and acknowledgement from all staff for those with good or improved attendance
- Weekly attendance assembly to celebrate class achievement
- Rewards, incentives and competitions across school for best / most improved attendance

### How does school monitor my child's attendance?

The attendance team make phone calls home when we have not received a reason for absence. If we are unable to contact parents we may conduct home visits. Attendance data

is analysed every week by the attendance team. Where a concern is beginning to emerge, parents/carers will be contacted by letter and, if no improvement is seen, a meeting will be requested to create an attendance plan. This is to ensure support is put in place as soon as possible to prevent attendance becoming an issue. Missing 3 days per half term, or 19 days per academic year, would mean your child is classed as persistently absent.

**How can I request a leave of absence?**

Parents/carers can request a leave of absence by collecting a form from the school office. Informing the school does not mean the leave is agreed. All requests are considered by the head teacher, the decision will be communicated to parents via letter or by phone. Holidays during term time will not be authorised. Information about penalty notices and unauthorised absence is shown below-

<b>Per Parent, Per Child</b>	<b>First Offence</b>
<p>Penalty Notice fines will now be issued to each parent, for each child that was absent.  <u>For example:</u> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.</p>	<p>The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be:            £160 per parent, per child if paid within 28 days            Reduced to £80 per parent, per child if paid within 21 days</p>
<p style="text-align: center;"><b>5 consecutive days of term time leave</b></p> <p>Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.</p> <p style="text-align: center;"><b>10 sessions of unauthorised absence in a 10-week period</b></p> <p>Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period</p>	

<p style="text-align: center;"><b>Second Offence (Within 3 years)</b></p> <p>The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days</p>
<p style="text-align: center;"><b>Third Offence and Any Further Offences (within 3 years)</b></p> <p>The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child</p> <p>Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.</p>