

Guidance for Absence and Lateness September 2021



Dear Parent/Carer

Firstly, may we thank Parents and Carers who regularly ensure that their children attend school at all times. There is a strong correlation between high attendance and high achievement and so we should all be working together to give children the best possible start in life. We recognise that over the last couple of years, children's schooling has been very disruptive due to COVID 19, therefore it is really important that children have good attendance this year so that they can catch up on their missed learning and we all can give them the very best start and chance in life.

Overview

- All schools aim to achieve a goal of 100% attendance.
- The 'persistent absence' threshold is any attendance that is below 90%, (which is equivalent to three weeks or more schooling across the whole year).
- A Penalty Notice will be issued for any unauthorised absence where the pupil has been:
 - Absent for **10 or more** half-day sessions (five school days) of unauthorised absence during any **100** possible school sessions – these do not need to be consecutive
 - Persistently late for up to 10 days after the register has closed.
 - Persistently late before the close of the register, but the school has met with the Parent or Carer and has clearly communicated that they will categorise as unauthorised any further lateness if, and when, the threshold of 10 sessions (five days) has been met
 - Absent for any public examinations, formal school assessments, tests or examinations of which dates are published in advance

Junior school – children are expected to be at school by **8:30**.

Infant school - children are expected to be at school by **8:40**.

After these times, they will be classed as late and will need to come in via the school office and be signed in.

Penalty notices will be issued if a child's attendance crosses any of the above thresholds. If a fine is raised, then each responsible parent will be fined £60 per child, per week of absence. Failure to pay within a set period of time will incur further penalties.

Head teachers do have the authority to grant leave of absence but only in exceptional cases. Other than in exceptional circumstances, holidays will NOT be authorised. Please note, children already have 13 weeks of holiday throughout the year.

The Hampshire Code of Conduct states that if a Penalty Notice has previously been issued and this has been ineffective in addressing the absenteeism, the case must be referred to the Attendance Legal Panel (ALP) who will then decide whether to issue a subsequent Penalty Notice or recommend alternative intervention which may include parental prosecution.

We monitor all absence thoroughly and all attendance data is shared with the Local Authority. If your child's attendance level is falling towards 90% or your child is persistently late, then we will contact you to raise our concern. Both Schools are committed to working together to support the improvement of children's attendance and punctuality to school. Please support us by giving your child the best opportunities through good attendance at school.

Yours faithfully,

Cathy Ingram Headteacher of Calmore Junior School

Sarah Willes Headteacher of Calmore Infant School