



The Laurels
PRIMARY SCHOOL

Attendance policy 2024 - 2025

Approved by:	Charlotte Bull	Date: 13.10.2023
Last reviewed on:	11.09.24 J. Benham	
Next review due by:	13.10.25 J. Benham/L. Alderton	

1. Aims

Our school vision is ‘uncompromising aspirations for all’.

In line with our school vision the school has adopted the following attendance targets to ensure the children make the best progress possible with their learning:

- Our whole school target is currently 96%.
- Our current aim is to close the persistent attendance gap between Disadvantaged and Non-Disadvantaged groups to ensure it is in line with national averages.
- The school maintains the same ambition for all pupils including those with medical conditions or SEND to ensure they make good progress.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) \(No. 2\) Regulations 2024](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- Monitoring school-level absence data and reporting it to governors

3.3 The designated senior leader(s) responsible for attendance

The designated senior leader is responsible for:

- Implementation of this policy and leading attendance across the school
- Monitoring the impact of any implemented attendance strategies
- Providing attendance information to WSCC who may issue fixed-penalty notices, where necessary
- Offering a clear vision for attendance improvement
- Monitoring and analysing attendance data (see section 7)
- Evaluating and monitoring expectations and processes
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers and, where necessary, class teachers and/or the SENDCo.
- Delivering/signposting targeted intervention and support to pupils and families
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and escalating concerns, when necessary, about attendance to the headteacher
- Working with [WSCC Pupil Entitlement and their Investigating Officers](#) to tackle persistent absence

The designated senior leaders responsible for attendance are Mr Benham and Mr Alderton who can be contacted via the school office office@laurelsprimary.co.uk or 01903 830901.

3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis and submitting this information to the school office. At The Laurels, we use Arbor to register children and this should be completed in the morning at 8.40am. The afternoon registration should be submitted at 1.00pm, or as soon as possible thereafter. This is then checked by school office staff and followed up as appropriate.

3.5 School office staff

School office staff will:

- Take calls and messages from parents/carers about absence on a day-to-day basis and record it on Arbor
- Contact any parents/carers about absence if we have not received any communication as a duty of care and alert the Attendance Lead if unable to make contact.
- Monitor Arbor/emails/[Studybugs](#) for daily attendance updates from parents/carers, including using the correct codes.
- Support in the administration of attendance related tasks
- Keep members of the Senior Leadership Team aware of attendance patterns/issues by providing basic reports
- Be an extra layer of vigilance in monitoring patterns of attendance and/or concerns

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends school every day on time.
- Notify us to report a child's absence before 8.30am on the day of the absence or as soon as possible thereafter (and each subsequent day of absence), and advise when they are expected to return. This can be done by phone or by messaging through the Arbor or Studybugs app.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Provide, if requested, evidence relating to the absence e.g. a Doctor's note.

3.7 Pupils

Pupils are expected to:

- Attend school every day on time when well enough. NHS advice can be found [here](#).

4. Recording attendance

4.1 Attendance register

We will keep an attendance register via Arbor, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment

- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 8.40 will be kept open until 9.10am (KS2) after which the absence will be unauthorised. The register for the second session will be taken as soon as possible following lunchtime play, which ends at 1.00pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by notifying us on the Arbor app or by calling the school office.

We will mark absence due to physical or mental illness as authorised unless we have a genuine concern about the authenticity of the illness.

If there are doubts about the authenticity of the illness, we may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If we are not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be authorised as long as the pupil's parent/carer notifies the school two school days in advance of the appointment.

Leave of absence forms can be requested by collecting a form from the school office or downloaded from the school website.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. **We are not able to authorise absence after it has been taken.**

Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed (9.10am) will be marked as late, using the appropriate code

- After the register has closed will be marked as unauthorised, using the appropriate code

Ongoing punctuality issues will be tracked by the attendance lead who will work with families to ensure lateness is improved. Continued lateness may result in a Fixed Penalty Notice (FPN) being issued by West Sussex County Council.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit and/or contact the police and/or the Integrated Front Door (social care) or any other professionals working with the family to check the family are safe and well.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via the Arbor or Studybugs app. An annual attendance percentage is recorded in the annual school report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Attendance Lead and/or Headteacher will only grant a leave of absence to a pupil during term time if it is considered to be 'exceptional circumstances'. Exceptional circumstances are one off events which are unavoidable. A leave of absence is granted at the Attendance Lead's/Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. We may require evidence to support any request for leave of absence. Absence can not be authorised after it has been taken.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions (Penalty Notice Fines)

The Department for Education has recently introduced a new National Framework for Penalty Notices issued for unauthorised absence in term time. These changes will come into force for Penalty Notice fines issued after 19 August 2024.

Reasons for Penalty Notices

Under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

These absences could be a combination of the following codes:

G – Term time Leave of Absence

O – Unauthorised Absence – failure to contact the school (unexplained absence) may result in an unauthorised absence

U – Late after the registers have closed

Who is liable for a Penalty Notice?

Penalty Notices are now issued for each parent for each child (per parent, per child). Parent refers to anyone with parental responsibility and may include carers, step parents, grandparents or any other adult with parental responsibility. For example, if a family with three children took a term time leave of absence, each parent would receive three penalty notices for each child.

First offence

FPNs are issued per parent, per child and are an alternative to prosecution. This gives the parent an opportunity to discharge their criminal liability by paying a fine of £160, which must be paid within 28 days. If you pay the FPN within 21 days, the amount is reduced to £80. The payment must be made directly to the local authority and is not received by the school. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Second offence

If a second penalty notice is issued for term time leave of absence or unauthorised absence within a three-year period there will not be a discount for early payment. The penalty notice is payable at the full amount of £160 within 28 days of the date of being issued.

Penalty notices can be issued by the local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

Third offence (Court action)

If there is a third instance of term time leave of absence or unauthorised absence, a Penalty Notice will not be issued.

Any further cases will be referred directly to Magistrate's Court for prosecution. Magistrates can impose a fine of up to £2500 per parent, per child. If a parent is found guilty of an offence, this is recorded as a criminal offence and will show on any DBS (Disclosure and Barring Service) checks as 'failure to safeguard a child's education'.

6. Strategies for promoting attendance

- Weekly class attendance and punctuality is celebrated and rewarded during our weekly celebration assembly on Friday and celebrated in the weekly newsletter. A trophy is shared by the class with highest attendance and also highest punctuality and are also displayed for each half term.
- Good class attendance is rewarded with extra playtime and, from time to time, other rewards as may be deemed appropriate.
- Attendance updates may also be provided via the Friday Flyer, including NHS guidance on illness affecting schoolchildren.
- Parents are thanked by email when attendance is 96%+ or when improvements have been made.

7. Attendance monitoring

7.1 Monitoring attendance

We will:

- Monitor which pupils are absent daily.
- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

We will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

We will:

- Provide regular attendance reports to other school staff and/or leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Provide access to wider support services to remove the barriers to attendance
- Class teachers will contact the parents/carers of pupils whose absence has dropped to 90-96% to see if school can offer support.
- The attendance lead will hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Invite parents/carers to attend action plan meetings to identify the reasons for absence and work together to set short term goals to improve this.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum on an annual basis by the Senior Leader responsible for attendance. At every review, the policy will be approved by the Local Governing Board.

9. Links with other policies

This policy links to the following policies:

- Safeguarding & Child Protection policy (2023)
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed

The student is counted as present, at an Approved Educational Activity.

B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.

The student is counted as absent, authorised.

C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the

		sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.

The student is counted as absent, unauthorised.

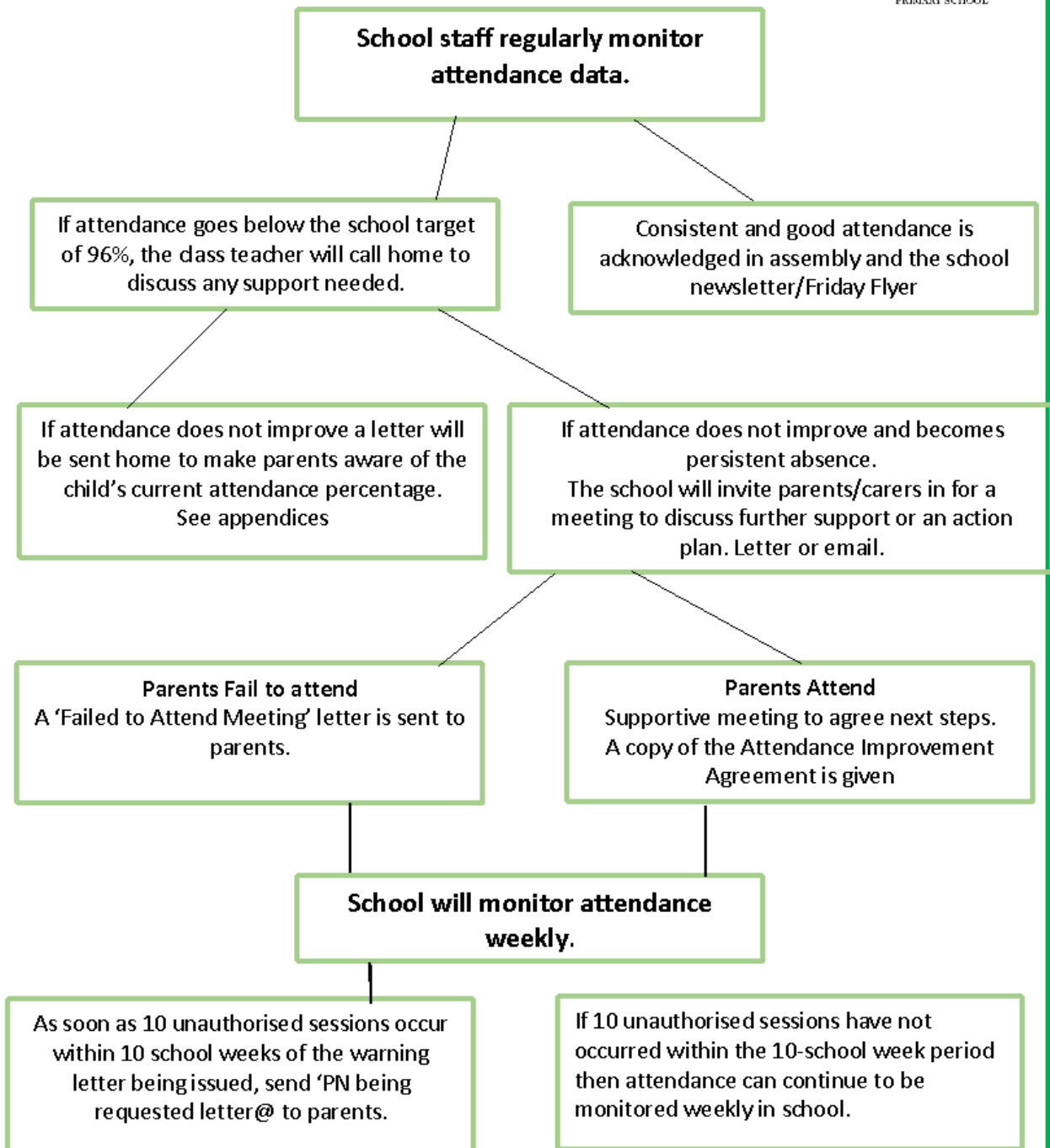
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.

These codes are not counted so will not affect attendance figures.

D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early

		years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

Attendance Support



Appendix 2: Letter templates

Below 96%

Dear parent of XXX

I'm writing to express my concern at your child's levels of absence from school.

Their current attendance is [percentage] which has fallen below our school target of 96% attendance. This will likely have an impact on their academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents, carers and families to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment. To ensure this, we monitor attendance on an ongoing basis.

We want to make sure that the school is able to support their education in the best way possible, including looking into how we can help them to address gaps in learning that can arise due to absence.

If you have any further questions in relation to this letter, please do contact the school office or speak with the class teacher in the first instance.

Yours sincerely,

J. Benham (Mr.) and L. Alderton (Mr.)
Assistant Headteachers and Attendance Leads

High unauthorised (e.g. leave of absence)

Dear parent of XXX

We are writing to express concern at your child's recent unauthorised absence from school.

They have been absent from school for a total of [number] unauthorised sessions ([number] days) on the following dates:

- [date]
- [date]
- [date]

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

In line with our attendance policy, we would like to invite you to a meeting to discuss how the school can best support an improvement in attendance.

So we can try to support you, please can you attend a meeting at the school on:

Yours sincerely

J. Benham (Mr.) and L. Alderton (Mr.)
Assistant Headteachers and Attendance Leads

Persistent Absence

Dear parent of XXX

We are writing to express concern regarding your child's attendance at school. Their attendance has significantly dropped below our school target of 96% and we are concerned about the impact on their academic progress.

Their attendance percentage is currently [percentage].

Persistent absence is where a pupil misses 10% or more of school.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

In line with our attendance policy, we would like to invite you to a meeting to discuss how the school can best support an improvement in attendance.

Please can you attend a meeting at school on: XXX so we can look at ways school may be able to support you.

Yours sincerely

J. Benham (Mr.) and L. Alderton (Mr.)
Assistant Headteachers and Attendance Leads

96%+

Dear parent of xxx

Good news incoming!

As you know, having excellent attendance is key to helping your child succeed in school. Not only does excellent attendance reduce any gaps in learning, it helps them to feel part of Team Laurels, make and sustain friendships and gives them the opportunity to take part in many different opportunities we have on offer to enrich their lives.

We are incredibly proud to say that your child has currently got an attendance figure of 96% or above.

Thank you for your continued support. A figure of 96%+ will mean your child is not missing out, shows you are valuing their education and allowing them to access all that Team Laurels has to offer.

Many thanks,

J. Benham (Mr.) and L. Alderton (Mr.)

Assistant Headteachers and Attendance Leads

Approved leave of absence request

Dear XXXX

RE: Your request for a holiday absence

Thank you for your request to take [name(s)] out of school between [date] and [date]. Having considered the exceptional circumstances set out in your application, we are able to agree to your request.

We have not come to this decision lightly. Our school is dedicated to the education of all our pupils, and believes regular attendance throughout the year is essential to every child's success and fulfilment.

Each request for a holiday absence is considered on its merits at the time. Please note that our decision in this instance does not set a precedent and does not mean we will be able to agree to a similar request, from you or other parents, in the future.

Yours sincerely,

J. Benham (Mr.) and L. Alderton (Mr.)
Assistant Headteachers and Attendance Leads

Declined Leave of Absence Request – attach WSCC leaflet

Dear xxxx

RE: Your request for leave of absence

Thank you for your request to take [name(s)] out of school between [date] and [date].

In this case we regret we cannot consent to your request.

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our pupils and believes regular attendance throughout the year is essential to every child's success and fulfilment.

We have not made this decision lightly. A request for an absence is considered on its merits at the time and many variables are taken into consideration.

Because each request is unique, our decision in this instance cannot be directly compared with decisions made by the school in the past, and nor does it set a precedent for the future.

As a school we are obliged to inform you that you may be subject to a Penalty Notice from the local authority if your child's absence from school is unauthorised.

The first time a penalty notice is issued, it would be £80 per parent, per child, if paid within the first 21 days, rising to £160 per parent, per child, if paid between 21-28 days after the date of issue.

If a second penalty notice is issued, the fine would be £160 per parent, per child, payable within 28 days.

A third instance within a 3-year period will not result in a fine being issued, and will instead have the case referred directly to Magistrate's Court for prosecution. Magistrates can impose a fine of up to £2,500 per parent, per child. Parents can also have this recorded as a criminal offence.

If a penalty notice is issued and not paid within 28 days, the notice is withdrawn and the local authority will consider instigating a prosecution in the Magistrate's Court, and impose a fine of up to £2,500 per parent, per child. Parents can also have this recorded as a criminal offence.

You can find further information about school absence and Penalty Notices in the attached leaflet and also [here](#).

We are sorry to disappoint you on this occasion.

Yours sincerely,

J. Benham (Mr.) and L. Alderton (Mr.)

Assistant Headteachers and Attendance Leads

Leave of absence taken – request not made - attach WSCC leaflet

Dear XXXXXX

We understand that your child/ren's recent absence was due to xxx although you did not request authorisation prior to this. We are writing to inform you that this absence has not been authorised in accordance with our School Attendance Policy.

Referral may be made to the local authority for issue of a Fixed Penalty Notice. Please refer to our attendance policy on our school website. We are sure you will appreciate how extended absence from school during term time can seriously disrupt your children's progress. There are 190 days in the school year, which means that there are 175 non-school days left for other activities.

The first time a penalty notice is issued, the fine would be £80 per parent, per child, if paid within the first 21 days, rising to £160 per parent, per child, if paid between 21-28 days after the date of issue.

If a second penalty notice is issued, the fine would be £160 per parent, per child, payable within 28 days.

A third instance within a 3-year period will not result in a fine being issued, and will instead have the case referred directly to Magistrate's Court for prosecution. Magistrates can impose a fine of up to £2,500 per parent, per child. Parents can also have this recorded as a criminal offence.

If a penalty notice is issued and not paid within 28 days, the notice is withdrawn and the local authority will consider instigating a prosecution in the Magistrate's Court, and impose a fine of up to £2,500 per parent, per child. Parents can also have this recorded as a criminal offence.

Yours sincerely

J. Benham (Mr.) and L. Alderton (Mr.)

Assistant Headteachers and Attendance Leads

Punctuality

Dear XXXX

We are writing to you because [REDACTED] has been regularly late to school. The school day begins promptly at 8:40am. Gates are open from 8:30am.

Arriving promptly makes sure that your child doesn't miss the teacher explaining the task to the class and ensures they have enough time to complete their work. It also minimises disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time.

Over the year;

5 minutes late each day = 3 days lost

10 minutes late each day = 6.5 days lost

15 minutes late each day = 10 days lost

20 minutes late each day = 13 days lost

30 minutes late each day = 19 days lost

Persistent lateness can result in a penalty notice. The school can request that the local authority issues a penalty notice related to lateness 'where an authorised officer has reason to believe that a person has committed an offence under S.444(1) Education Act 1996, they may give that person a Penalty Notice. Penalty Notices may be issued when:

- A pupil is persistently late to school, i.e. arrives after the register has closed' at 9.10am

We're committed to working with families to make sure every child gets the support they need. We will continue to monitor punctuality and if there is no improvement we will arrange a meeting to discuss how we can work with you to help improve this. If there is anything we can do to support you, please do not hesitate to contact one of us through the school office.

Yours sincerely,

J. Benham (Mr.) and L. Alderton (Mr.)

Assistant Headteachers and Attendance Leads