

# Attendance Update

Thank you to those families that are working hard to ensure that their children are punctual and attendance is high.

Thank you for getting these important habits established early in your child's life as this will make a difference to their futures.

## IMPORTANCE OF GOOD ATTENDANCE AND PUNCTUALITY

Education lays the vital foundations of a child's life and regular, punctual attendance at school is key to both your child's academic and social development.

School and the Local Authority closely monitor every child's attendance and punctuality.

## LEAVE OF ABSENCE IN TERM TIME

New legislation introduced in September 2013 stated that Headteachers could no longer authorise leave of absence during term time. Penalty notices are issued to each parent who allows their child/ren to be absent from school. Penalty notices will now be monitored over a 3-year rolling period.

### How do I make a request for Leave of absence?

You need to complete a leave of absence request form. This form is available at the school office or you can be downloaded from [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)

### What will happen if my request is refused but I still take the leave of absence?

#### First offence

A penalty notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days. Increasing to £160 if paid between days 22-28 days.

#### Second Offence within 3 years.

A penalty notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

#### Third Offence and any further offences

The third time an offence is committed a penalty notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's court. Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on a parents DBS certificate due to 'failure to safeguard a child's education'.

## PUNCTUALITY

School starts at 8.45am

Gates are opened at 8.35am and will close promptly at 8.45am. If your child arrives after this time you must enter through the school office and sign them in.

At school we know that lateness can severely impact achievement. We monitor punctuality closely and have strategies in place to address lateness.

At the end of the school day, gates will open at 3.10pm and children will be released at 3.15pm. Should you be late collecting, your child may be placed in to after school club and a charge for this will incur.

## WHAT TO DO WHEN YOUR CHILD IS ABSENT

If your child is absent from school we ask that you inform school on each day that you do intend on sending in your child.

The school has a duty to safeguard all pupils on role. If your child does not attend and you have not made contact school must follow this up. This may be a telephone call, text message or a home visit.

If you cannot be contacted and school are concerned we have a duty to inform the Local Authority who may send the police to your home to do a safe and well check.

Fines will also be issued should your child receive 10 unauthorised marks (5 days) within a 10 week rolling period.

**Please Remember To Keep Us Informed**