



Attendance and Punctuality Guidance



1. Aims

It is the aim of this guidance is to improve attendance and punctuality for all our children and to set out our expectations for parents and carers. At All Saints Primary School we recognise the link between attendance, punctuality, well-being, achievement and behaviour. Children who attend on time regularly achieve better, feel happier and gain confidence. In order for children to reach their full potential they must be in school and we expect parents to aim for 100% attendance and for their children to be on time every day. We are here to support you on that journey, but we must be very clear in our expectations.

A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

This guidance is written in consultation with the six schools in The Collaborative Charitable Partnership Trust (CCPT), this includes All Saints, Warren Hills, Hugglescote, Whitwick St.John and Thringstone Primary Schools. The guidance is in line with the Government Guidelines on Attendance; DfE working together to improve attendance guidance and with the Attendance Policy and Guidelines at Leicestershire Local Authority.

2. What we expect as a school

2.1 All children to be in school by 8.50 am

2.2 Absences to be reported to the school office on 01530 832608 Select Option 1 or by text by 9.00am

2.3 Appointments should be made outside of school hours where possible.

2.4 Family holidays must not be booked in term time. (Term dates are on the school website and displayed on the school noticeboard outside reception.)

3. What you can do to help

3.1 Regular bedtimes so children aren't tired in the morning and are up on time

3.2 Help your children to get into a regular routine by using an alarm set at the same time every day

3.3 Ensure that children eat breakfast before they leave the house

3.4 Help your child to become independent by encouraging them to get everything ready the night before

3.5 Check your child's Class Dojo regularly for updates

Please communicate regularly with school if you are finding things difficult. All our staff, including our family support worker Mrs Lyndsey Woodward and ELSA's Mrs Susan Thompson and Ms Reid are here to help and support you.

4. Punctuality

Children should in in school by 8.50am. Any child arriving after this time must go with a parent or guardian to the school office to be signed in by their parent/guardian. **Children arriving after 8.50am will be given an L code, children arriving after 9.05am will be given a U code which is equivalent to an unauthorised absence.**

5. Absence Reporting

Absences should be reported to the school office by 9.00am on 01530 832608 select Option 1 or by text by 9.00am

Any child who is not in school and the absence has not been reported, all parents will be contacted by text and phone if no response is received. If we continue to have no response we may contact the remaining names on our system as emergency contacts. If we have no response by 9.15am we may record the absence as unauthorised absence.

Safe and Well-being checks, if we do not have any contact we may visit the child's house to carry out a safe and well-being check. It is our responsibility to ensure all children are safe if they are not in school.

We regularly monitor attendance and punctuality in the best interests of children and parents/carers. Where a child is repeatedly late or absent, parents/carers will be contacted and may be invited to an attendance meeting to discuss the reasons for absences and any appropriate support which the school can offer.

When a child is repeatedly absent and no satisfactory reason is given, school will contact the Local Authority who will investigate the absence and parents may be liable for prosecution and/or a fine under Section 444 of the Education Act.

If a child is absent from school for 10 consecutive days with no explanation the family will be referred as a Child Missing in Education CME case for the Local Authority to investigate.

6. Illness/Medical Appointments

If it is necessary to book an appointment in school time, where possible your child should be in school before the appointment and be returned to school after to minimise the amount of time your child is out of school.

We may ask for evidence of appointments so if possible please provide appointment letter from the GP/hospital/dentist.

In addition to the above if a child is repeatedly absent due to illness, the school may request medical evidence to authorise further absences, this can be an appointment letter, copy of a prescription, GP appointment card etc. We will request medical evidence for illness/appointments before or after a school holiday.

We may also contact the care navigator, with parents permission, to help to fully understand the medical issues concerning your child.

7. Holidays in Term Time

Parents have no entitlement to take their child on a holiday during term time. All requests for leave during term time must be made in advance and will be considered on an individual basis and will only be authorised if the Headteacher considers there are exceptional circumstances. Additional evidence may be requested by the school to support these requests.

For full details of all fines and possible penalty notices please see Appendix 1 on the next page.

To make a request, parents/carers must email the school office on office@allsaints-coalville.leics.sch.uk with the reasons for the holiday. If parents/carers are unable or do not have access to email please text or come into the school office and we can arrange to take notes on your behalf.

Parents/carers will then be contacted by our attendance team to discuss the nature of the absence.

We will then confirm the outcome in writing.

We have an obligation to review all requests and should the absence still take place where permission has not been granted, the appropriate action may result in a fine as outlined below.

If a child is absent from school and it is suspected that a holiday in term time is taken without evidence to support that this has not been the case, this may also result in a fine.

Any leave taken without prior agreement of the school or more leave is taken than that agreed it will be coded as unauthorised and the school will notify Leicestershire County Council who may issue a Penalty Notice. The first time a Penalty Notice is issued it is at £160 **per parent per child** (discounted to £80 if paid within 21 days) if no payment is received, the Local Authority will refer the case directly to the Magistrates Court for the purposes of a criminal prosecution.

APPENDIX 1.

Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period.

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.