



Attendance & Punctuality

Our school day starts at 8.50am and children arriving after this are classed as being late. Poor punctuality is not acceptable and if your child misses the start of the day, they can miss the introduction to the lesson and time with their class teacher getting important news and information for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. If your child is often late you will be asked to meet with the attendance lead in school and/or a member of the pastoral support team to discuss ways to improve punctuality, but you can approach us at any time if you are having problems getting your child to school on time.

Every Minute Counts	
Lateness = Lost Learning	
(figures below are calculated over a school year)	
5 Minutes late each day	3 days lost!
10 Minutes lost each day	6.5 days lost!
15 Minutes lost each day	10 days lost!
20 Minutes lost each day	13 days lost!
30 Minutes lost each day	19 days lost!

Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school

Late arrival pupils who arrive after **8.55am** (or 1.05pm) must go straight to the school office at the main entrance to sign in and give a reason for their lateness – other entrance doors will be locked.

Pupils who arrive after the register has been taken at 8.55am/1.05pm but before it is closes at 9.20am/1.30pm, will be marked as code L. This is classed as late but present for the session (ie the morning or afternoon). Pupils who arrive after the register has closed at **9.20am or 1.30pm** and without a valid reason for being late (such as attending a dental or medical appointment) **will be marked as code U, which is classed as an unauthorised absence** but indicates that the pupil was physically present in school for part of the session.

ATTENDANCE

WHAT THE NEW RULES MEAN FOR ME

1

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything. Because your child will miss 5 school days you will be given a penalty notice fine. The fine is £160 but if you pay it in 21 days it will be reduced to £80.

£160



2

FOR EVERY CHILD A PENALTY IS GIVEN.



+ £160 + £160 + £160 + £160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

10 IN 10

5

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised. The school will consider prosecution.

1 Day = 2 Sessions

3

FOR A FAMILY OF TWO PARENTS



+ £160 + £160 + £160 + £160



4 children & 2 parents = £1280

Reduced to £640 if paid in 21 days

4

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

2ND TIME

2 parents and

1 child = £320

2 children = 640

3 children = 960

4 children = 1280

No discount for early payment



3RD TIME

A penalty notice fine will not be given. Instead, your case will be taken to court.

A magistrate can fine each parent £2500 for each child

1 parent & 4 children = £10,000

2 parents & 4 children = £20,000