

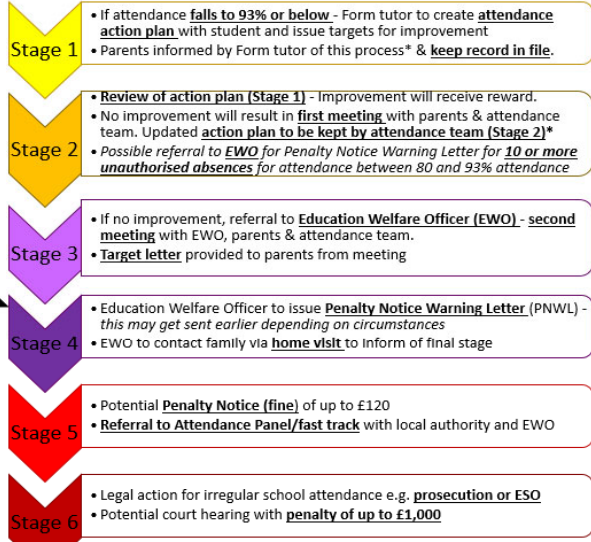
SCHOOL ATTENDANCE & PUNCTUALITY

What parents and carers need to know...



Every Day Counts

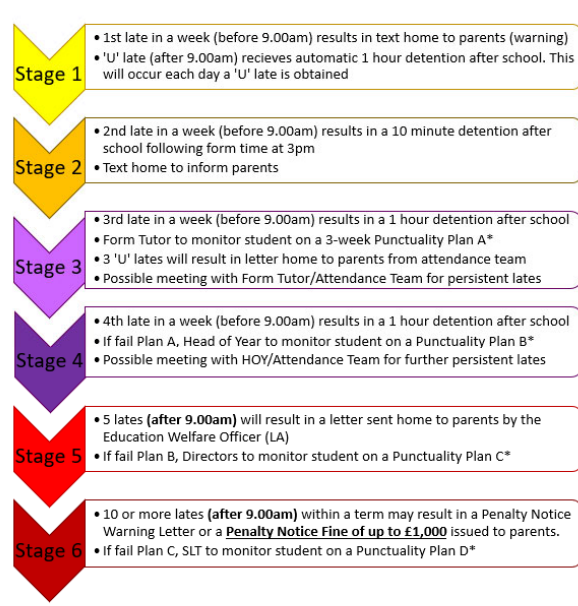
Support your child to achieve their maximum potential!



*Action Plans - Stage 1 Form tutor to complete attendance action plan in discussion with student & parents informed of targets set. Form tutor to monitor this action plan. Stage 2 to be a review of Stage 1, amended and completed by attendance team & parents.

LOOK OUT FOR OUR TERMLY REWARD EXTRAVAGANZA!!

Attendance Team will email all Form Tutors on a Monday with information on the previous weeks attendance for individual students, forms & year groups. Form tutors MUST share this information with their forms and compare other forms within their year group. Achievement charts to be completed in forms. Attendance League tables also to be shared!!



*Punctuality Plans will be issued to student for a 3-week review; Plan A monitored by Form Tutor, Plan B by Head of Year, Plan C by a Director & Plan D by a member of SLT.

Attendance Team will email all Form Tutors on a Monday with information on the previous weeks punctuality for individual students, forms & year groups. Form tutors MUST share this information with their forms and compare other forms within their year group.

If I get a fixed penalty and don't pay, what happens?

You have up to 28 days from receipt to pay the Penalty Notice in full. If this is not paid, the local authority will commence proceedings in the Magistrates Court. If proven, this can result in fines of up to £1,000 and/or Parenting Orders or Community Sentences plus a criminal record.

Can I be prosecuted if I pay the Penalty Notice but my child is still absent?

It may be the case that a prosecution might be considered for further periods of unauthorised absence not covered by the Penalty Notice, depending upon the circumstances. Work with the school if this occurs.

What should I do if my child is truanting?

If your child is truanting you can:-

- Talk to them - try to find out why
- Meet with a member of school staff to discuss the situation and look for solutions
- Contact the Education Welfare Service for advice and guidance **Kay Ratcliffe 0151 511 7360**
- Try to understand what is happening for your child and help them resolve the problem

Education is key to their future success so it's important to solve issues as quickly as possible.

Why am I being sent this leaflet?

This Leaflet is being sent to parents/carers so they are aware of the need for their child to attend regularly and be on time to achieve their best.

It is important parents and carers understand their responsibilities and the consequences of their child having an unauthorised absence from school.

Why attend school every day?

Our Vision—*We will make the biggest difference to the lives of our students by laying down the foundations to encourage a successful future.*

Good school attendance will give your child the opportunity of success and helps them develop the necessary skills for future life. Your child should attend school everyday unless there is an unavoidable cause such as illness.

Missing school damages a student's learning and their grades; research shows that **missing 17 days (4 weeks) of school often leads to a drop of one full grade at GCSE**. Absence also disrupts routines and can make a student vulnerable to crime.

Students should never miss school for reasons like shopping, birthdays or to wait in for a repair person.



What should I do if my child needs to be off school?

Telephone the school as early as possible on the first morning of their absence to give the reason for their absence.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment.

You may be asked for a medical certificate or appointment card if your child is regularly absent due to illness or dental/medical appointments.

Contact the Attendance Team 0151 424 5038

Holidays in term time?

Holidays during term time will not be authorised.

This notice is to remind parents that we cannot legally authorise holidays during term time unless in exceptional circumstances. Taking holidays in term time will affect your child's educational future as much as any other absence. It is our legal obligation to issue fixed penalty notices to any parent or carer taking their child out of school for a holiday.

Remember that any savings you think you may make by taking a holiday in school time are off set by the cost of your child's education



**Our whole school
Attendance**

**Target is
97%**

What will happen if my child does not attend regularly?

Parent/carers commit an offence if a child does not attend school regularly and the absence is not agreed by the school i.e. unauthorised. In some cases unauthorised absence may result in prosecution under Section 444 of the 1996 Education Act.

The Anti-Social Behaviour Act 2003 introduced Penalty Notices as an alternative to prosecution. A Penalty Notice does not require a court appearance but still aims to improve attendance.

When will they be used?

When the school agrees for your child to miss school in advance or accepts your explanation, absence is 'authorised'. All other absence is 'unauthorised'. Penalty Notices may be used where absence is unauthorised, for example when:

- A parent has taken their child on holiday during term time without authorisation
- Students are regularly late for school after the register has closed (9.00am)
- A student has 10 or more unauthorised sessions within a 6 week period.

Please refer to the Attendance Strategy 22/23

