



## Being in, not missing out....



Welcome to this edition of the RWPA Attendance Matters. The aim of this newsletter is to help parents and carers understand the guidance around attendance and punctuality and provide support for families where being in school every day and on time is Challenging.

Being in school and not missing out can have a huge impact on children:

- \*They can show improved self-esteem and self-confidence – socially, emotionally and academically
- \*They can have an increased sense of belonging and being a valued part of a class and wider school community
- \*Increased academic outcomes and attainment – high levels of attendance ensure teachers can support children to make excellent progress, even through to GCSE and A Levels.
- \*Overall improved life chances – good habits formed in the Early Years and Primary School teach children important life skills such as punctuality and responsibility.



Punctuality is also very important. Children who arrive late for school are losing learning but could also feel upset or embarrassed walking into a settled classroom.

We have a “soft start” for all year groups – 8.40-8.45am.

Registers close at 8.50am.

If a child arrives between 9-9.20am they will receive a Late (L) mark in the register.

If a child arrives after 9.20am they will receive an Unauthorised (U) mark in the register.

Each half term, attendance and the number of L and U marks a child has received are analysed. We are required by the Department for Education to report to parents and carers the number of late arrivals and/or if their child's attendance rate falls below 95%. You may receive a letter or be invited to a meeting to discuss this further.

Did you  
know...?



| If, in a school year, your child is late every day by... | ...then your child will have lost approximately... | ...which is about... |
|----------------------------------------------------------|----------------------------------------------------|----------------------|
| 5 minutes                                                | 3.5 days from school                               | 20 lessons           |
| 10 minutes                                               | 7 days from school                                 | 41 lessons           |
| 15 minutes                                               | 10 days from school                                | 55 lessons           |
| 20 minutes                                               | 14.5 days from school                              | 82 lessons           |
| 30 minutes                                               | 22 days from school                                | 123 lessons          |

## Working Together....

We are required by the Department for Education to report attendance and punctuality levels to parents and carers. We do this each half term. Our school target for attendance is 97%.

If your child's attendance falls below 95% you will receive a letter.

If your child's attendance falls below 90% you will be invited in to discuss any support you may need to improve your child's attendance.

**Green** – Attendance between 97-100%

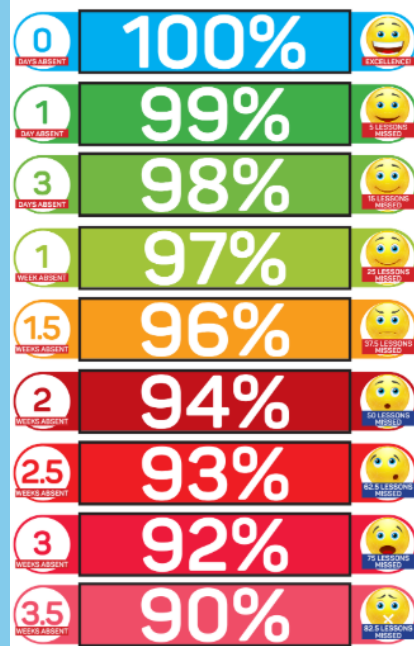
**Amber** – Attendance dipping below 97%

**Red** – Attendance below 90%

If your child's attendance is below 90%, you may be asked for proof of absence eg: an appointment letter.

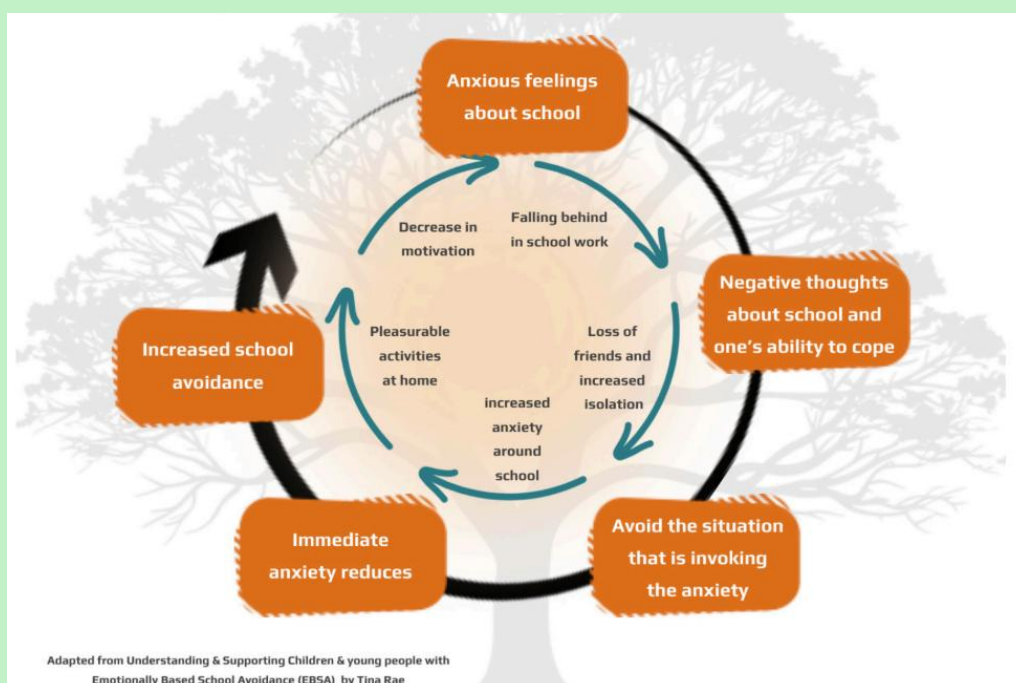


## This is why EVERY DAY COUNTS



## The Impact of low levels of attendance.

Low levels of attendance can have a negative impact on a child and could lead to school-based avoidance. Once this cycle begins it is very hard to break and requires specialist support. Forming and embedding good habits of attendance and punctuality can prevent this from happening.



### **My child will not be in school today...what do I do?**

It would help our Admin Team if absences could be reported no later than 9am. Our answerphone is always on, so please leave a message or, alternatively, email [admin.rws@ebor.academy](mailto:admin.rws@ebor.academy).

Please always give a specific reason for the absence. "Unwell" or "under the weather" are not specific enough. If no reason is given, you may receive a phone call from our Admin Team. A specific reason is always needed for any absence.

If your child is absent and we have not received a message from parents or carers, we have a duty of care to contact each emergency contact until we establish that your child is safe and the reason for their absence. If we are not able to contact you by phone, we also send messages via email and ParentHub.

If by 10am we have still not spoken to any of the emergency contacts, we may make a home visit. This would mean 2 members of staff visiting the family home. If no contact can be made at the family home, we would then contact the police and ask for a welfare check.

If your child is absent for more than one day we are required to have a daily update, so please do let us know each day that your child will be absent on any subsequent days.

### **My child is ill – what can I do?**

It can be tricky deciding whether to keep your child off if they are unwell. There are Government guidelines for schools and parents – they clarify when a child should be kept off school and when they shouldn't.

**It is fine to send your child to school with a minor cough or common cold.**

Please see the link below from the NHS to help you:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

### **For absence other than illness...**

If you require your child to be absent from school for any other reason except illness, a Leave of Absence form should be completed. These are available from the Admin Team at Reception. Please ensure that a reason for the absence request is included.



Thank you for your support and cooperation with attendance and punctuality. If you require any support with your child's attendance, please do speak to the Attendance Lead, Mrs Mould or a member of our Wellbeing Team – Mrs Whyman or Mrs Wilson, via the school office. We are very happy to help.

## New National Guidelines implemented from September 2024

Please see below new national guidelines regarding unauthorised absence and associated fines.

# New national guidelines imposed from September 2024

Every moment in school counts and days missed add up quickly. Evidence shows that pupils who have good attendance do better at school and enjoy better wellbeing than those who don't.

**If your child misses school without a good reason, schools can intervene.**

The local authority have instructed that these new "penalty notice fines" will become effective from summer 2024. Your school, part of Ebor Academy Trust, will be required to follow these national guidelines.

### Fines for parents per child

Penalty notice fines can be issued to parents for each child absent from school. For example, three siblings absent for term time leave, would result in the parent receiving three separate fines.

### Five consecutive days of term time leave

Penalty notice fines can be issued for term time leave of five or more consecutive days. Inset training days are classed as school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

### Ten sessions of unauthorised absence in a ten-week period

Penalty notice fines will be considered when there have been ten sessions of unauthorised absence in a ten-week period.

### First offence

A penalty notice fine could be issued, for term time leave or irregular attendance, and would be £160 per child paid within 28 days. This is reduced to £80 per child if paid within 21 days.

### Second offence

The second time a penalty notice fine could be issued, within three years, for term time leave or irregular attendance, the amount will be £160 per child paid within 28 days.

### Third offence and any further offences

A penalty notice will not be issued for the third and any subsequent time an offence is committed, for term time leave or irregular attendance within three years – instead the case may be presented directly to a Magistrates' Court. Magistrates' fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future Disclosure and Barring Service certificate, if one is applied for, categorised as "failure to safeguard a child's education."