



ATTENDANCE

September 2025

Working together to be a HERO



September is a very important time for all children.

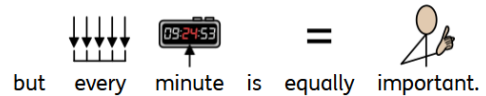
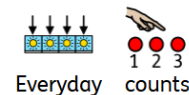
Getting into good habits in the first few weeks can massively improve your child's chances of being in school throughout the year. Every child has the potential to achieve **100% attendance** for the year. It is important that your child starts their new school year with a good routine of attending school every day. Planning ahead and trying to ensure that your morning routines are organised is important for everyone.

Useful reminders for the new school year



- Remember the school gates open at 8:45am.
- Please arrive before 8:55am.
- Help your child become independent and get them their own alarm clock. Set the alarm clock 5 minutes fast.
- Get everything ready the night before - uniform, school shoes, PE kit, water bottle, reading books and packed lunch.
- Don't allow the TV, computer games or mobile phones before everyone is ready - if at all.
- Come even earlier and join us for Early Bird (from 7:45am) and Breakfast Club (from 8:20). Open every weekday in the hall.

Every school day counts, but every minute is equally important



It is important to be on time as the first part of the school is used for morning learning activities, quiet reading and accelerated reader quiz taking.

Persistent lateness has a significant detriment on children's learning and their start to the day.



Be on time at ten to nine.



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Every Child, Every Chance, Every Day



Thank you

Thank you to all the parents and carers who have supported us last academic year with making sure their child is at school more than 95% of the time and that they are on time each day. You are supporting your child in making sure they don't miss out on important learning experiences throughout the year.

Thank you also to those parents who have improved their child's attendance following an Attendance follow up letter. Providing the best education for children is a partnership between home and school and we can't do this without you.



Congratulations

During the academic year
September 2024 - July 2025,

594 100% certificates

were awarded to children who had been present at school every day of the term.

51 more certificates compared to last school year!

100%

100%

attendance



Congratulations to the children who achieved an amazing 100% attendance all year! This is an outstanding achievement.

Well done to Ada, Theo P, Elizabeth, Josef, Rosie, Amy and Max C. Attending school every day is not easily achieved – it takes commitment and determination from both the pupil and their parent/carer.



90% and below

Drastic effect on academic achievement

91% - 94%

Cause for concern

95% - 100%

Expected



Monitoring



attendance

We will continue to closely monitor the attendance of

all children. At the end of every term, each child will bring home an Attendance report. We may include a 100% attendance sticker or an improved attendance sticker. 100% certificates will also be presented at the beginning of the following term.



ATTENDANCE

Penalty Notice Fines

Penalty notices are issued to change behaviour and reduce the number of school days lost during term time, for the purpose of a holiday.

The penalty notice process is managed by the Education Welfare Department within the Local Authority. With effect from 19 August 2024, a number of changes have taken effect, including the cost of the fine. The decision making process and pathways that are followed by the Education Welfare Service are detailed below. Please be aware that the action taken will be considered on a case-by-case basis and may not follow the pathway.

PER PARENT PER CHILD

Penalty Notice Fines are issued on a per parent per child basis. For example, a fine for a parent with three children will result in receiving three invoices to the value of **£160 each**.

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 paid within 28 days**. This amount is reduced to **£80 per parent per child if paid within 21 days**.

SECOND OFFENCE (WITHIN THREE 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 within 28 days**.

FIVE CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notice Fines will be issued for term time leave of **five or more consecutive days**. Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court. Magistrates fines can be **up to £2,500 per household**, per child. Cases found guilty in the Magistrate's Court can show on the parent's future DBS certificate due to the **'failure to safeguard a child's education'**.

10 SESSIONS OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

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