

Attendance

At Peckover we recognise that attending school daily and on time has a positive impact on learning, progress and therefore the best life chances for our children's success. We must therefore ensure that attendance and punctuality are the highest they possibly can be in order to prepare our children for their future adult life.

Here at Peckover Primary School, we strive for every child to achieve **97%** attendance or above.

It is the responsibility of everyone in our school community - parents, staff, governors and children - to ensure that they achieve this. Therefore we constantly monitor and review the attendance and punctuality of all of our children.

We promote and encourage excellent attendance and punctuality by working collaboratively with parents and carers and acting early to address patterns of absence. The Attendance Team will invite parents and carers to attendance surgeries should they be concerned about a child's attendance. They can offer support and guidance and if required, support through an Early Help Assessment.

There is clear evidence that any absence from school can and will have an impact on a child's attainment. At Peckover we have robust Attendance and Punctuality Strategies in place to ensure that your child's attendance and punctuality are the best they possibly can be.

Absence

The process of education is life long, and we build on what we already know. Therefore, if children are absent without an authorised reason they are affecting their future.

Each year there are 190 school days which leaves 175 days for all other events including birthday treats, non-urgent medical appointments and holidays.

Reporting an Absence

Should your child be absent from school, it is a parent's responsibility to notify school at the earliest possible convenience via the school office (01945 584741). School must be notified on each day of your child's absence.

Home Visits

Parents and carers should be aware that home visits are completed by all Brooke Weston Trust schools as a standard procedure when children are absent from school. Should we have any safeguarding concerns for a particular child, home visits will be completed to these families in the first instance. Home visits allow school staff to see the child and discuss the absence with parents and carers, as well as being able to offer support if required.

Punctuality

Parents have a legal responsibility to ensure that their child is not late for school. This can be extremely disruptive to a child's daily routine and also mean that they miss a considerable amount of valuable learning time.

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Should your child be arriving late to school, it is imperative that they enter school via our Main Reception in order to be signed in. If your child is late due to attending an appointment, we ask that medical evidence is provided to support this.

At Peckover we regularly monitor children's punctuality and if a child is identified as being persistently late, parents will be invited to a meeting to discuss this and a target will be set to reduce lateness.

Leave During Term Time

Should parents or carers be taking their child out of school during term time, they are required to complete a leave during term time form prior to the absence commencing, notifying of the duration of leave and reason for absence. Forms can be collected from our school office.

Brooke Weston Trust Academies and the Local Authority are continuing to work together to reduce the amount of leave taken in term time by issuing Penalty Notices under Section 444(1) of the Education Act 1996 (amended regulations 2013).

Parents need to be aware that, in line with the CCC Code of Conduct, a Penalty Notice can be issued for **3 days of absence** (6 sessions).

There is clear evidence that any absence can and will have an impact on attainment. With this in mind, periods of leave taken during term time will not be authorised. Referrals will be made to Cambridgeshire County Council for 3 days of absence of more where consideration will be given to issue a penalty notice.