

THE PECKOVER SCHOOL

The Brooke Weston Trust

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Principal: Mrs K Kendal BA (Hons)



Perseverance Respect Opportunity United Do your best

January 2024

Dear Parents/Carers

Re: Attendance

As you are aware we regularly monitor attendance at Peckover, in line with Trust, County Council and Department for Education procedures. We are writing to you today to remind you of the procedures that are in place with regard to absence during term time, punctuality and other attendance matters.

We recognise that in our busy lives, it is easy to lose track of how many days your child has had off, especially over a whole school year. Studies have shown again and again that children who have less than expected attendance in primary school will continue with these habits throughout their school career. It also has an impact on their achievement and attainment levels and affects their social skills and friendship groups.

Attendance during one school year	Number of days absent
95%	9 days
90%	19 days
85%	29 days
80%	38 days

What can I do to minimise my child's time off school?

One of the best ways to help your child is to make all appointments (Doctor, Dentist, Optician) out of school hours, either after school or during the holidays. Sometimes, it is necessary to seek medical services during the school day; however, we welcome the children in school before and after their appointments.

Another is to make sure your child is not late for school. It is sometimes the case that tummy aches and headaches come if a child is inwardly worrying about being late and has little control in what time they arrive. Furthermore, arriving at school after the day has started means children miss out on early morning class chats, finding out about the day ahead and settling in before the day starts. They can also miss out on early morning interventions, such as reading, phonics or times tables.

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, this also means 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

Registers close at 8:50am every day and all children should be in school, ready to learn by 8:50am.

Should your child arrive late, it is important that they enter the 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.

We regularly monitor children's punctuality and if a child is identified as being persistently late, parents and carers will be invited in to a Punctuality Surgery meeting to discuss this and a target will be set to reduce lateness.

On a more personal note, children who are frequently late have told us that they do not like being late. They say they feel embarrassed, in front of their friends. Children WANT to be in school; they WANT to learn with their friends, and as parents, it is your responsibility to get them to school, ON TIME, to make this happen.

Absence during term time

As a Principal, I am unable to authorise absence unless the timing of an event is outside of your control. In the overwhelming majority of cases family holidays do not meet this criteria and therefore absences would be classed as unauthorised.

If there are exceptional circumstances, parents are asked to meet with the Principal, giving a full explanation of the exceptional circumstances and provide evidence to support your application. I will then write to you to tell you whether the absence can be authorised.

Please be aware, if your child's attendance has reached a level (90%) where your child is referred to as a Persistent Absentee, and no medical evidence has been supplied, you may be issued with a Penalty Notice by the County Council.

Penalty Notices

To date (September 2023 – January 2024) Cambridgeshire County Council has issued 34 penalty notices for term time absence, in line with the Local Authority guidance, for Peckover Primary School.

If unauthorised absences are recorded, a Penalty Notice Fine can be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. **The amount of the penalty is £60 if paid within 21 days or £120 if paid within 22 to 28 days.** Failure to pay will result in legal proceedings being initiated under Section 444 of the Education Act 1996.

Please note if 3 or more term time leave Penalty Notices have been issued over a 3 year period then prosecution in relation to Section 444 Education Act 1996, may be considered as an alternative to a Penalty Notice fine being issued. Where a parent takes a child out of school during term time for an extended period (20 days or more), not authorised by the school, prosecution in relation to Section 444 Education Act 1996, may also be considered.

If you have a concern in relation to your child's attendance or punctuality, please do not hesitate to contact us to discuss this further and we will be more than happy to explore support available. Please contact myself, Mrs Tombleson or Mrs Foad.

Yours faithfully



Mrs K Kendal
Principal