

Attendance Matters

All schools have a duty to secure the regular attendance of their students through

- regular monitoring of non-attendance
- early identification of causes for concern
- swift communication with pupils, parents or carers about the problem
- finding a resolution to problems and securing return to regular attendance

It is a parent's responsibility to ensure that their child attends school regularly and arrives on time every day. Our school day starts at **8:50am** and the expectation we have for all children attending Peckover Primary Academy is **97%** attendance.

<p>Definition of a Parent</p> <p>All natural parents whether they are married or not.</p> <p>Any person who has parental responsibility for a child or young person.</p> <p>Any person who accepts day to day care of a child or young person i.e. lives with and looks after the child.</p>	<p>Medical Evidence</p> <p>Peckover Primary Academy requires medical evidence for all absences to be authorised, where a pupil's attendance has fallen below 90%.</p> <p>Medical evidence examples are; appointment cards, letters, compliment slips or the medication packaging.</p>
<p>Issuing of Penalty Notices</p> <p>Any application for leave must only be in exceptional circumstances</p> <p>The Principal must be satisfied that the circumstances are exceptional and warrant the granting of leave. Principals would not be expected to class any term time holiday as exceptional.</p> <p>Parents can be fined by the Local Authority for taking their child on holiday during term time. This could be for <u>3 days</u> or more of absence.</p>	<p>A Penalty Notice results in</p> <p>It is important that parents understand that a Penalty Notice of £60 is issued to each parent for each child. A two-parent family with two children would be fined £240.</p> <p>If the penalty is not paid in full by the end of a 28-day period, the Local Authority will instigate Court Proceedings and the outcome of a prosecution could be up to £1,000 per parent/adult.</p>

Attendance Team

The Principal is responsible for Attendance and Behaviour .

The Inclusion manager responsible for Attendance is **Louise Tombleson**.

The Attendance Officer is **Helen Foad**

If your child's attendance remains unsatisfactory and despite support from Academy staff, a referral will be made to the Brooke Weston Trust's Education Welfare Officer. If attendance continues to decrease, a referral to the Education Legal Panel (Local Authority) may be made for consideration of legal action. This could include a prosecution or a Penalty Notice being issued.

As Peckover Primary Academy does not use the Education Welfare Officer from the Local Authority directly, parents can contact them through one of the District Teams. The District Teams are made up of different professionals who work together to support families, children and young people. The link below will redirect you to our information on EWOs and District Teams, and the areas they cover. If you are unsure of which team to contact, please email fis@cambridgeshire.gov.uk.

For further advice and guidance about school attendance and absences please use the following links:

<https://www.gov.uk/school-attendance-absence/overview>

<https://www.cambridgeshire.gov.uk/page-630/print/>

Visit the [Department for Education](#)