

Attendance

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

Peckover Primary School is a great place to be and all students should attend every day. Parents/carers have a legal duty to ensure that their child receives an education suitable to the child's age, ability and aptitude and any special needs. The only reasons for absence should be through illness or an exceptional circumstance. Every absence must be explained by the parent/carer including -

- Unavoidable medical or dental appointments; students should return to school after the appointment (evidence may be required). Where possible, appointments should be arranged after school.
- Days of religious observance.
- Exceptional family circumstances, such as bereavement.

If your child is having difficulties attending school, you should contact the school sooner rather than later, as most issues can be dealt with very quickly.

Reporting Absence

Parents/Carers should contact the School every day of their child's absence **before 8.30am**.

Alternatively, telephone 01945 584741 and choose option 1 to leave a voicemail message.

If we do not receive an explanation for an absence, a telephone call will be made. A home visit may occur as a follow up action. The absence will be recorded as unauthorised.

Parent/Carers Responsibilities

Make sure your child arrives at school on time by 8.45am as lessons start promptly at **8.50am**

If your child arrives after register has closed, this will be recorded as an unauthorised absence for that session, unless evidence is supplied that the lateness was due to a medical appointment for example.

Persistent lateness is monitored and affects the overall attendance figure for each student. Consequences are the same for those students with low attendance.

Attendance Team

The School's Attendance Leads are Mrs Tombleson and Mrs Foad

If a parent has any problems relating to attendance, they are welcome to make an appointment to talk to one of the team to see if we can support in any way.

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 prosecution or a Penalty Notice being issued.

“UNAUTHORISED TERM TIME LEAVE(includes Holiday): Any parent who takes a child out of school for term time leave of more than 6 consecutive sessions over a 4 week period, not authorised by the school (under exceptional circumstances rule), may receive a Penalty Notice. Such cases will have to be supported by evidence of previous unauthorised term time leave (more than 6 consecutive sessions over a 4 week period) taken in the last 3 years and evidence of parents being warned about a potential Penalty Notice”

As Peckover Primary School 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.

Further advice and guidance on this matter can be located through the Department of Education <https://www.gov.uk/government/publications/school-attendance>