

### Leave during Term Time

Leave during term time has a detrimental effect on learning. A pupil who takes 10 days leave during an academic year will only attain 94.7% attendance, on the condition that they attend every single day that they are not on leave.

If after having 10 days leave, a student is then genuinely ill, then each additional day they are absent from school will reduce their total attendance by 0.5%

Leave in term time, does affect your child's success rate and it **is NOT A RIGHT and is authorised at the discretion of the head teacher and only in exceptional circumstances.**

### Important Facts about Attendance

100% = no days absence from school (September to July)  
95% = 10 days absence from school (September to July)  
90% = 20 days absence from school (September to July)  
85% = 30 days absence from school (September to July)  
80% = 40 days absence from school (September to July)

**Students falling below 90% attendance fall into the Persistent Absence category and could well be subjected to:**

Attendance meetings/parenting contracts  
Penalty notices  
Prosecution

### Time Keeping

#### **Start of the School Day**

Children must be on the playground and lined up in their class groups at 8.45am, ready to enter school at 8.50am. Lessons commence at 8.55am and the doors to KS1 and KS2 at the rear of the school will close. Any children arriving after 8.55am (even one minute after 8.55am) will be marked late and must report to the school office where they will be signed in, this is for safety reasons, so that in the event of a whole school evacuation, all children can be accounted for.

#### **Regular Lateness = Absence**

Over a school year  
5 minutes late every day = 3 days absent  
15 minutes late every day = 10 days absent  
30 minutes late every day = 19 days absent

Please support your child with their education by making sure they attend school on time every day

### **Attendance Colour Codes**

**What does my child's attendance percentage mean?**

**Which attendance group is my child in?**

**What attendance group should my child be aiming to be in?**

**95% - 100%**

#### **WELL DONE THIS IS EXCELLENT**

If your child is in the green group and this level of attendance continues throughout the school year, they will have been absent for less than two weeks or may have attended school every day. Congratulations.

**91% - 94%**

#### **IMPROVEMENT NEEDED**

**If your child continues with this level of absence throughout the school year he/she will have missed at least two weeks of learning in the school year.**

**90% or LESS**

#### **PERSISTANT ABSENCE PUPIL**

**Your child is now a Persistent Absence Pupil and will have missed at least four weeks of learning in the school year. You will have received further intervention from the school and are at risk of legal action from the Local Authority.**

### The Law

Legal Action will be taken against you, if you fail to make sure that your children go to school regularly and there is no legitimate reason for the absence.

This action might take one of two forms:

- The issuing of a Penalty Notice
- Prosecution in the local Magistrates Court

Penalty Notices are fines for child's unauthorised absence from school.

### Penalty Notices

Parents who are subject to a penalty notice have 3 choices:

Pay the fine early, within 21 days, and it is £60. Pay after 28 days and the fine is £120.

If you fail to pay the fine the Notice will be withdrawn and Magistrates Court proceedings will start.

This could result in a fine of up to £1000 for each child for each child whose attendance is causing concern and for each parent involved in the prosecution.

If there are any problems please contact us on 01785 356100  
or Stafford Local Support Team 01785 276800



**The Key to Academic Success**

**Is**

**EXCELLENT ATTENDANCE**

**At**

**School**

**Better Attendance = Better Attainment**