

Please update your child's school if you change your contact details or address. It is also helpful if school could be updated of any changes in details for any other relatives who often drop off or pick up your child.

Help and Support

If you need help with attendance please talk to school about it as soon as possible.

Important Contact details:

Attendance Officer: Mr Howard

Mobile Number: 07493614831

School Tel: 01207 232059

Attendance Champion name: Mr Patterson

Contact email: p2226.admin@durhamlearning.net

Attendance Governor: Miss Harwood

Email: p2226.admin@durhamlearning.net

Sometimes, school may need to involve other services to help improve attendance. The school and Local Authority **want to help you if you have a problem**. Our goal is setting lifelong habits which the children take into their adult lives. If attendance does not improve or you do not accept help and support offered, the Local Authority may have to begin enforcement action.

Please contact school if you would like this document summarised in another language or format (inc. Braille, audio or large print.)



South Stanley Junior School is proud to be part of Stanley Learning Partnership LTD (Trading as Stanley Learning Partnership)
Registered office;
Langley Park Primary School
Langley Park
County Durham
DH7 9XN



Attendance Support Booklet

September

Essential information for parents/carers



The Importance of Good Attendance

Good attendance in school is essential for a variety of reasons. Not only does it help your child to make progress academically as they don't lose out on learning time, but children find it easier to make and keep friendships. In our school, we want to work with you to ensure that your child has the best attendance possible.

The Law

It is a criminal offence to keep your child from attending school unless they have a genuine illness, or you have had advance permission from the Head Teacher. Local councils and schools can use various legal powers if your child is missing school without a good reason.

If Your Child is Absent You Must:

- Contact school by telephone on the first morning of absence **before 9:15am**.
- Contact school each day your child is absent, before 9.15am unless you have provided a doctor's sick note which specifies the length of a period of absence.
- Be aware that, as part of our safeguarding procedure, we routinely send one of our Attendance Officers to conduct a welfare check.

The school's social media platforms, email, or Class Dojo **must not** be used to report absence as these are often run by a member of staff who is not on the school premises at the beginning of the school day. This is for safeguarding purposes. **Failure to report your child's absence will result in them being unauthorised.** Unauthorised absences can be recorded on the register when there is no valid reason given for absences or there is a leave of absence which has not approved by the school.

Our Procedure if your child is absent

Children can enter school between 8.40 and 8.55am. If your child is not at school, and we have not received a phone call from you or another named contact by **9:15am**, one of our Attendance Officers, admin staff or pastoral staff will contact the adults identified on our system.

A member of staff will then visit your home address, or any known addresses associated with the family, to establish the reason for absence. If this is unsuccessful the absence may be referred to the Police or First Contact as a matter of safeguarding.

Lateness

If your child arrives at school after the register is taken at 9:00am this will be recorded as late. Those parents whose children are persistently late may be subject to a Fixed Penalty Notice **which applies to both parents**. As a school, we will inform you at the earliest opportunity when your child's attendance or punctuality becomes a concern. Should your child continue to be late, we will contact you to arrange a meeting to discuss any support you might need.

Rewards for Good Attendance

Our school believes that all children can demonstrate good attendance and we actively seek to reward children whose attendance is good. Children are rewarded with half termly raffles; for every week they are in on time, their name is put in the raffle and they can win vouchers and other prizes. On a daily basis, classes also have rewards and incentives for good attendance.

Medical Appointments

Any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. Those appointments made during school time must be evidenced by documents which confirm an appointment. **If your child is well enough to come back to school before or following the appointment they should do so.**

If your child has an ongoing health problem and is unable to attend school regularly through no fault of their own, then we will work with you to ensure that your child receives the support necessary.

Evidence of Medical Appointments

If your child is absent due to illness, then we may ask for medical evidence. This can be in the form of copies of G.P appointment cards or letters, medication details or other relevant information. Failure to do so may result in possible further action being taken.

Leave of Absence (LOA) During Term Time

The Department for Education has recently announced national changes to the penalty notices for **unauthorised absences / holidays during term time**. This change will come into effect on **19th August 2024**. This means from the start of the new academic year, September 2024, fixed penalty notices will be issued for unauthorised leave of absences, holidays and for irregular school attendance as follows:

- **Trigger:** any 10 sessions (5 days) of unauthorised absence in a 10 week rolling period. These sessions might be consecutive or not and they can span across different academic years.
- **First Offence (within a 3 year rolling period):** £160 per parent/carer per child if paid within 28 days (reduced to £80 per parent/carer per child if paid within 21 days)
- **Second Offence (within a 3 year rolling period):** £160 per parent/carer per child (no reduction for early payment)
- **Third Offence (within a 3 year rolling period):** A fixed penalty notice will not be issued. This will be presented straight to the Magistrate's Court where a fine of up to **£2,500** per parent/carer per child may be issued.

Attendance for all children is monitored daily and used to identify children falling into the following categories:

Children at risk of becoming Persistently Absent Pupils

We try to work together to ensure your children are able to attend school as often as possible and at least for 96.1% of the time. Therefore, to help to ensure this, we monitor all pupils' attendance and punctuality regularly and if your child's attendance drops below 96.1% we will inform you by letter and arrange a conversation with you to work with you to offer you any support needed to get back on track.

Persistently Absent Pupils (below 90%)

If your child's attendance falls to 90% or below, this is considered by the Government to be persistent absence. Where attendance falls below 90%, we will work closely with yourself and the Attendance Improvement Team at the Local Authority to ensure that attendance improves. Lack of sustained improvement will result in a referral to the Local Authority.

Severely Absent Pupils (below 50%)

If your child's attendance falls to 50% or below, this is considered by the Government to be severe absence. We work closely with the Attendance Improvement Team at the Local Authority alongside other partners such as children's services to ensure attendance improves..