

# Attendance and Punctuality Policy



## Bryn St Peter's C of E Primary School

<b>Revised and adopted</b>	Revised May 2022 Adopted (To be ratified at Governors)	
<b>by</b>	Julie Alcock, Rebecca Seddon	<b>The Governing Board</b>
Review due	September 2022 or prior to this date should there be any changes to statutory requirements	

# ATTENDANCE AND PUNCTUALITY POLICY

## Introduction

At St. Peter's C of E Primary School our aim is for all children to achieve their full potential and be the best they possibly can. We aim to provide our children with the very best of education, in a loving Christian atmosphere, to equip them for a lifetime of learning.

Regular and punctual school attendance is essential to enable all pupils to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of pupils.

'Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.' *School Attendance (Guidance for maintained schools, academies, independent schools and local authorities) May 2022*

Here at St Peter's, we will do all that we can to encourage good attendance. We encourage all pupils to work towards a goal of 96% - 100% and have clear strategies in place to promote this. In cases where punctuality or absence is a concern, we look to work in partnership with parents/carers to identify reasons for the poor attendance and to support the family until attendance improves.

## The government expects schools and local authorities to;

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.
- Parent/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

## In response to this we aim to;

- To establish and sustain improved levels of attendance above 96%.
- To ensure that registers are completed accurately, consistently and reliably and that analysis of attendance data is used to provide an effective monitoring system and to inform practice and target resources.
- To identify pupils and groups of pupils whose absence or lateness is giving cause for concern and target resources to work toward the resolution of any difficulties they may be experiencing.
- To reduce the percentage of persistent absentees (attendance below 90%).
- To promote an effective whole-school approach to the management of attendance where each member of the school community, including staff, governors, parents and pupils is aware of their roles and responsibilities and makes an effective contribution.
- To establish working partnerships with parents, other support agencies and the wider community to address attendance issues.
- To ensure that policy and procedures on attendance and punctuality are effective and applied consistently in practice.

## How we encourage 'Good Attendance'

At St Peter's Primary School, we aim to promote and reward good attendance in a positive way, through the following systems;

- Accurate, consistent registration and prompt follow up
- Praise from the Headteacher for good/improved attendance
- Welcoming poor attenders back into class in a positive manner
- Involving and informing parents/carers of measures to improve attendance and celebrations of success e.g. letter home, newsletter, displays in school, celebration assemblies, Red Amber Green letters sent home each term notifying parents of what category their child falls in to and the implications of this.

Excellent attendance will be encouraged and recognised by all staff. Letters will be sent home termly indicating your child's percentage of attendance as follows:

**Red:** 90% and under

**Amber:** 90.1 – 95.9%

**Green:** 96%+

## Rewards and strategies used to promote good attendance

To promote and encourage attendance above 96%

- The class with the highest attendance receives a certificate at the weekly celebration assembly, this is then displayed on the attendance board in the school hall for everyone to see.
- Certificates and vouchers are handed out at the end of year celebration assembly for pupils with 100% attendance.
- RED AMBER GREEN letters are sent home to parents at the end of each term. These letters are used to communicate with parents the importance of good attendance and the interventions that we use to support this.
- Attendance and Punctuality Early Help meeting with parent/carers. These meeting are an opportunity for open honest conversations with parent/carers. We work with parent/carers to devise action plans plans setting specific actions to support the family.

**Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year. Department of Education last updated 06<sup>th</sup> May 2022**

## Attendance Expectations

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence

- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

### **Not attending in circumstances relating to COVID-19**

In line with the governments transition to living with COVID-19, we no longer record pupils who do not attend for reasons related to COVID-19 using Code X. Pupils with symptoms of COVID-19 are no longer advised to get a test, and most of the scenarios that this category was brought in to record no longer apply.

### **Pupils who have symptoms or a positive test for COVID-19**

Pupils who have symptoms of COVID-19 should follow the latest government guidance about when they should stay at home.

Where a pupil is not attending because they have symptoms of COVID-19 or have had a positive test, we will record this using Code I (illness) unless another more appropriate code applies.

### **The Law relating to attendance**

The guidance below summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise.

Section 444 (1) and (1A) state; (1) If, a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence. (1A) If, in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence.

The Supreme Court has given its judgment on the meaning of what is meant by "attend regularly" at school for the purposes of section 444 of the Education Act 1996. The Supreme Court decided that "regularly" meant in accordance with the rules prescribed by the school" April 2017

## **Safeguarding**

Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for each child encompasses;

Attendance

Behaviour management

Health and safety

Access to the curriculum

Anti- bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

## **The Law relating to safeguarding**

Section 175 of the Education Act 2002 requires governing bodies of maintained schools and FE colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

Please also see *Working Together to Safeguard Children July 2018*

## **School Procedures**

Under the Education (Pupil Registration) (England) Regulations 2006 the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded. On both occasions, the school will record whether every pupil is one of the following:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school will then follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register.

Only the Head teacher or member of staff acting on their behalf can authorise absence.

## **Absence**

Every half-day absence from school has to be classified by the school as either; Authorised or Unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason. This could include genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes agreed by the school.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school requesting an Education Penalty Notice or may result in a referral to the Local Authority's Attendance Service, who will consider legal proceedings.

Examples of Unauthorised absence include:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- Day trips and holidays in term time unless very exceptional circumstances are agreed
- Parental illness.

If your child is ill or cannot attend school for any other reason, parents/carers must contact the school, on the first day of absence by telephone, no later than 9:15am. School can also be contacted by email at: [enquiries@admin.ashtonsaintpeters.wigan.sch.uk](mailto:enquiries@admin.ashtonsaintpeters.wigan.sch.uk).

Keeping your child off school with minor ailments e.g. slight cold, is not acceptable. Repeated absences will require us to request that you obtain medical evidence. This may be in the form of a named and dated stamped appointment card, prescription or medicine bottle which must be shown to a member of the school office.

In cases where punctuality or absence is a concern, we look to work in partnership with parents/carers to identify reasons for this and to offer support until it improves.

## **Punctuality**

Lateness can be very disruptive both for the child who is late and his/her peers. It impacts on both their social interaction and learning. When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

Teachers are required by law to take an attendance register twice a day – once at the start of the morning session and once during the afternoon.

Pupils' punctuality will be tracked by number of sessions late and monitored on a weekly basis. Any pupil who is arriving late on a regular basis will be followed up with the appropriate intervention. This could include letters, phone calls, home visits and meetings in school.

Where a child has not arrived in school at the close of the register, and parents have not contacted school as to the reason for this absence, then school will telephone the parent/carer to ascertain the reason for non-attendance. If we cannot get a reason or gain contact with you, this will be marked down as an unauthorised absence and is also a safeguarding concern. In cases where we have significant safeguarding concerns, we will contact Wigan's Multi Agency Safeguarding Team and may request an official Welfare Check from the Police.

Where children are late or absent, a good and honest explanation must be offered by the parent/carer. **The head teacher or a member of staff instructed by the head teacher can make the decision to authorise or unauthorise an absence.**

**Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically**

**authorised. Your child's current and previous school attendance will be taken in to consideration and as a result the absence may be unauthorised.**

### **Persistent Absence (PA)**

A pupil is classed in the 'Persistent Absence' category if they miss 10 per cent or more of their own possible sessions, rather than if they reach a standard threshold of absence sessions'. *A Guide to Absence Statistics DfE March 2019*

In response to this and to prevent pupils from falling into this category, the school's Attendance and Punctuality manager tracks and monitors pupil's attendance on a weekly basis and appropriate interventions are made. This could include, letters to parents/carers, phone calls, home visits and Early Help meetings.

### **Early Help**

"Providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help can also prevent further problems arising; for example, if it is provided as part of a support plan where a child has returned home to their family from care, or in families where there are emerging parental mental health issues or drug and alcohol misuse" Working Together to Safeguard Children July 2018

Intervening early can be critical to achieving positive outcomes for children. The Children Act (2004) as amended by the Children and Social Work Act 2017, states our statutory duty to co-operate, it emphasises the need for Local Authorities and relevant partners to work together to meet children's needs. The Early Help Assessment is Wigan's response to this statutory duty to co-operate and it replaces the CAF process.

Wigan's Multi Agency Safeguarding Team is responsible for the monitoring and promotion of the Early Help Framework on behalf of Wigan Children Safeguarding Board (WCSB). All children and young people should have their needs assessed holistically and if receiving support over and above the universal provision, this is to be recorded and coordinated using the Early Help Framework. This is detailed within the Wigan Children Safeguarding Board Threshold of Need document.

For further info the Multi Agency Safeguarding Team can be contacted on 01942 828300.

The Early Help process allows professionals to work with families to identify children's needs at a very early stage. It is designed to draw out the strengths and areas for development within a family. Following an assessment, an action plan is developed then reviewed on a regular basis until outcomes have been achieved.

St Peter's C of E Primary School will use the Early Help process where a family needs a further support plan following initial intervention. We may also refer to Wigan Startwell Team for additional targeted support.

*For further information on Early Help please see Working Together to Safeguard Children. July 2018*

### **Education Penalty Notices (EPN)**

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Officers, Headteachers and the Police to issue penalty notices for unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27<sup>th</sup> February 2004. These were updated by the Education (Penalty Notices) (England) Regulations 2007 (as amended).

Section 444(A) of the Education Act 1996 empowers the local authority to issue Education Penalty Notices in cases of unauthorised absence from school.

School is responsible for issuing an Education Penalty Notice Warning letter to each parent at the beginning of the academic year and then subsequently each term (Appendix 8). For any mid-year admissions to the school all parents will receive the Education Penalty Notice Warning letter as part of their intake meeting.

**For the purposes of the protocol, the legal definitions of 'parent' are:**

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person

A separate penalty notice will be issued to each parent for every child who is not attending school. For each child there should be an Education Penalty Notice Warning letter issued to each parent during an academic year.

School will complete Education Penalty Notice request form if a child falls within one or more of these categories within a 12-week period;

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

Parents may also receive an Education Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

**Payment of Education Penalty Notices**

The payment of an Education Penalty Notice will be £60 if paid within 21 days, increasing to £120 to be paid within 28 days.

**Non-payment of Education Penalty Notices**

If payment is not received within 28 days, the Local Authority will consider prosecution for the unauthorised absence to which the Education Penalty Notice relates.

Non-payment of an Education Penalty Notice may result in legal action being taken by the Local Authority. These actions will be considered where a significant improvement of school attendance is not apparent.

The instigation of legal proceedings for unauthorised absence from school under Section 444 (1) of the Education Act 1996 may also be considered where it is deemed to be appropriate.

**Requests for Leave of Absence and Holidays in Term Time**

We believe that children need to be in school for all sessions in order for them to achieve their maximum potential. We strongly discourage parents and carers from arranging any holiday or absence during term time as they are not in the best interests of the child.

In accordance with DfE regulations, school is unable to grant leave of absence for pupils unless there are exceptional circumstances. Applications for leave of absence must be made in advance. School must be satisfied that circumstances warrant the leave of absence. Leave of absence is granted at the Head teacher's discretion. Where a leave of absence is granted, the Head teacher will determine the number of days a pupil can be away from school. Where the leave of absence is not granted and therefore unauthorised, (code G) action may be taken by referral to Wigan Council's Attendance Team, which could result in a Penalty Notice, being issued.

## **Children Missing Education**

"Children going missing from school, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future" *Children Missing Education Statutory guidance for local authorities Sept 2016*.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the *Keeping Children Safe in Education statutory guidance Sept 2021*.

School's responsibilities include;

Ensuring that all pupils are entered on to the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

All pupils' attendance is monitored through their daily register. If a pupil fails to attend regular or have missed 10 school days without permission, school will take the necessary steps in ascertaining the child's whereabouts before contacting the local authority to investigate further.

Attendance is monitored closely and poor or irregular attendance is addressed at the earliest opportunity. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

School will also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the 'Exclusion from maintained schools, academies and pupil referral units in England' statutory guidance.

*Please refer to Wigan Children Missing Education Policy on Wigan's Local Authority Website.*

<b>Revised and adopted</b>	Revised May 2022 Adopted (To be adopted by governors)	
<b>by</b>	Julie Alcock Head Teacher Rebecca Seddon Attendance and Punctuality Manager	the Governing Body
Review due	September 2022 or prior to this date should there be any changes to statutory requirements.	

## Appendix 1

### Attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

### Absence codes

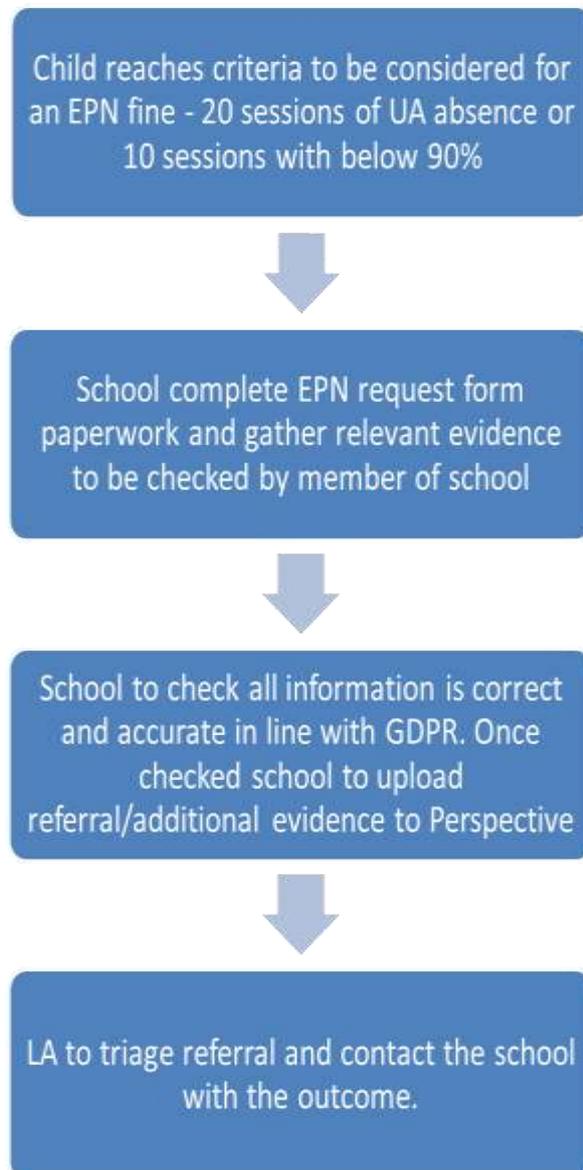
Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

S	Study leave	Year 11 pupil is on study leave during their GCSEs
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when reason emerges)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

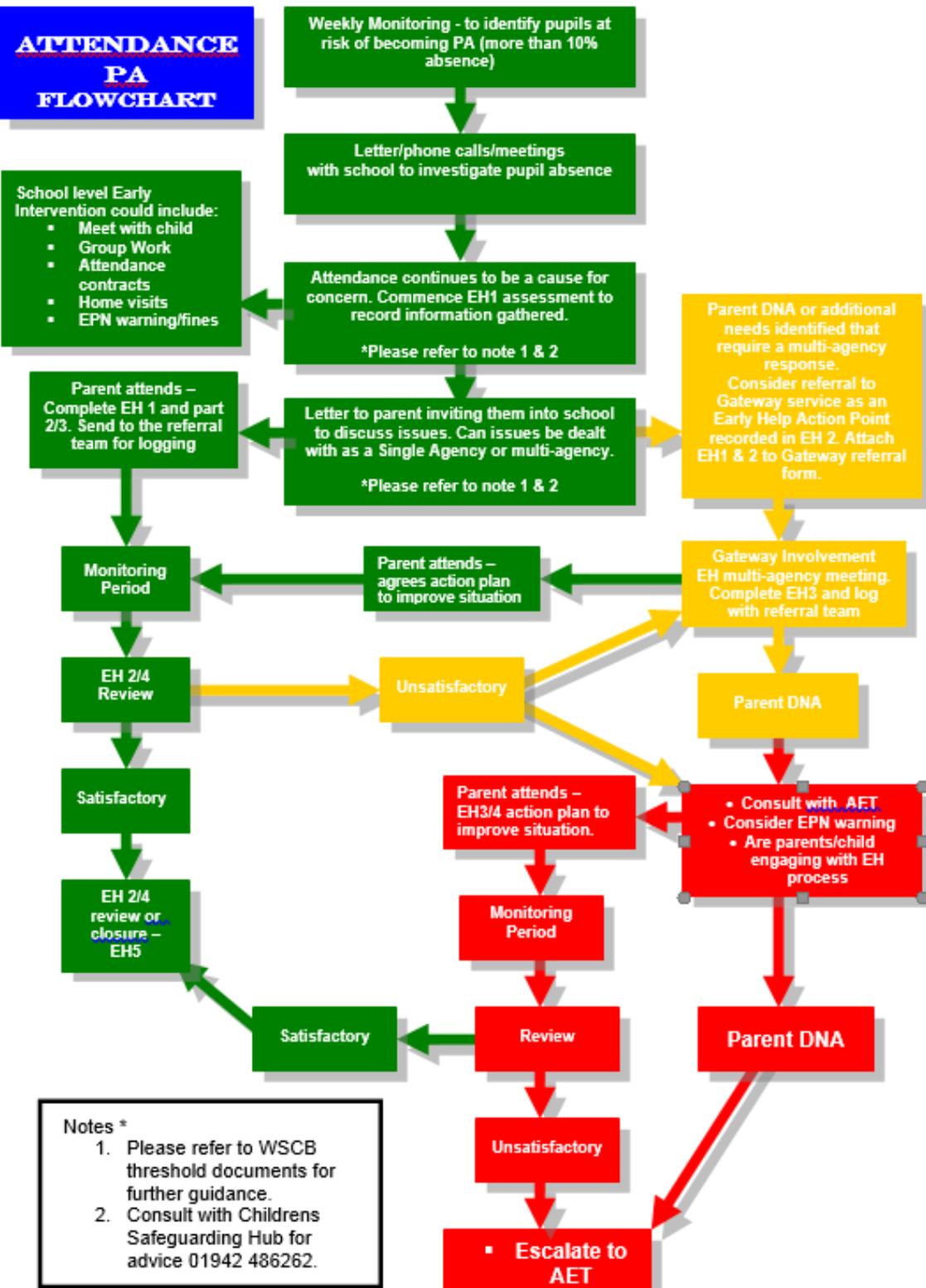
### Administrative codes

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## PA Process for Wigan LA



# ATTENDANCE PA FLOWCHART



**Notes \***

1. Please refer to WSCB threshold documents for further guidance.
2. Consult with Childrens Safeguarding Hub for advice 01942 486262.



# Bryn St Peter's C.E. Primary School

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL

Tel: (01942) 204041

Email: [enquiries@admin.ashtonsaintpeters.wigan.sch.uk](mailto:enquiries@admin.ashtonsaintpeters.wigan.sch.uk)

Headteacher: Mrs Julie Alcock

## ATTENDANCE REQUIRES IMPROVEMENT

Dear Parent/Carer of,

During a routine attendance check of all children at St Peter's C of E Primary School, it was noted that your child has been absent on a number of occasions.

Between (date) and (date) your child was absent on ( ) occasions.

I am aware that you have let school know the reasons for these absences however, regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

Below is guidance as to how absence impacts upon attendance each term and over the year.

Attendance Percentage	Day missed over an average school term (approximately)	Days missed over a school year (approximately)
100%	0	0
95%	3 ½	9.5
90%	6 ½	19
85%	10	28.5

I will continue to monitor your child's attendance and I look forward to seeing an improvement. If you require any support at this time, please come to school and ask to speak to Mrs Hilton.

Where there is a medical issue, please ensure we have relevant doctor's notes and appointment details so we can authorise the absences. Should attendance fail to improve, we may request that you attend a meeting in school to discuss this further.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager



# Bryn St Peter's C.E. Primary School

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Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL

Tel: (01942) 204041

Email: [enquiries@admin.ashtonsaintpeters.wigan.sch.uk](mailto:enquiries@admin.ashtonsaintpeters.wigan.sch.uk)

Headteacher: Mrs Julie Alcock

## ATTENDANCE MEETING

Dear Parent/Carer of,

I am writing to inform you that during a routine attendance check of all children at St Peter's C of E Primary School, it was highlighted that your child's attendance has dropped below the school target of 96% and is currently (insert percentage) which is starting to cause us concern.

I am sure you are aware that attendance below 90% is now classed as Persistent Absence and may result in involvement from the Local Authority.

In order to ensure that we work together to improve your child's attendance this year, I would like you to attend a meeting in school at (time and date). At this meeting we will be able to look in detail at your child's attendance pattern and agree on a way forward to ensure that we see this figure improve.

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager



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Tel: (01942) 204041

Email: [enquiries@admin.ashtonsaintpeters.wigan.sch.uk](mailto:enquiries@admin.ashtonsaintpeters.wigan.sch.uk)

Headteacher: Mrs Julie Alcock

## PUNCTUALITY REQUIRES IMPROVEMENT

Dear Parent/Carer of,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:45am and registration begins promptly at 8:50am.

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

The table below shows how punctuality impacts upon attendance over one full academic year.

Minutes Late per day	Days lost (over 1 full academic year)
5	3
10	6.5
15	10
20	13
30	19

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at St Peter's C of E Primary School.

Your child's punctuality is beginning to cause us concern and we look forward to seeing this improve over the coming weeks. If you require any support at this time, please come to school and ask to speak to Mrs Hilton

Should your child's punctuality fail to improve, we may request that you attend a meeting in school to discuss this further.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager



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Headteacher: Mrs Julie Alcock

## PUNCTUALITY MEETING

Dear Parent/Carer of,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:45am and registration begins promptly at 8:50am.

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at St Peter's C of E Primary School.

We are concerned that your child's punctuality has fallen below our school's minimum expectation. I would like to discuss this with you in more detail. Please can we meet in school on (date, time).

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager



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Headteacher: Mrs Julie Alcock

## INVITATION TO EARLY HELP

Dear Parent/Carer of,

I would like to invite you to an Early Help meeting.

The purpose of this meeting is to complete an Early Help Assessment, identify any support you may need and devise an Action Plan focussed around your child's needs.

If it is identified that you require a more targeted service, we will call a Team Around the Child meeting (TAC) and invite the appropriate agency to contribute towards meeting your child's needs.

Please come to school on (insert time date).

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager



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Headteacher: Mrs Julie Alcock

Dear Parent/Carer,

## Education Penalty Notice Warning for Non-School attendance

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties please contact your school and ask for support.

Yours sincerely,

Julie Alcock Headteacher



# Bryn St Peter's C.E. Primary School

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL

Tel: (01942) 204041

Email: [enquiries@admin.ashtonsaintpeters.wigan.sch.uk](mailto:enquiries@admin.ashtonsaintpeters.wigan.sch.uk)

Headteacher: Mrs Julie Alcock

## TERM TIME LEAVE

### ADVICE FOR PARENTS AND CARERS

A number of parents have recently requested term time holiday/absence. Below is the most recent guidance given to head teachers.

Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1 September 2013.

**The amendments made it clear that Head teachers may only grant leave of absence during term time for exceptional circumstances.**

Any request for leave must be made in writing to the Head teacher in advance. There are leave of absence forms available in the school office and Mrs Alcock will then respond to your request promptly.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and professional associations it is suggested that exceptional leave would be:

- Rare
  - Significant
  - Unavoidable
  - Short
- (NAHT, 2014)

Taking a child on holiday in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Parents should arrange holidays during the 13 week school holiday periods. Schools are open 190 days which leaves 175 days of the year for holidays.

I trust that you will support school in ensuring that term times are for education and this is our priority at Bryn Saint Peter's.

Yours Sincerely

Mrs Alcock Headteacher



# Bryn St Peter's C.E. Primary School

*Together with God, building our future*

**Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL**

**Tel: (01942) 204041**

**Email: [enquiries@admin.ashtonsaintpeters.wigan.sch.uk](mailto:enquiries@admin.ashtonsaintpeters.wigan.sch.uk)**

**Headteacher: Mrs Julie Alcock**

Dear Parent/Carer,

At Bryn St Peters Primary School, we work hard to ensure that every child reaches their full educational and social potential. Despite the challenges we have faced over the last few years, we continue to strive for high levels of attendance as evidence shows that poor attendance is very closely linked to poor attainment. In order to ensure that everyone understands the importance of good attendance, please refer to the back of this letter where you will find a copy of your child's attendance certificate. We ask for your full support, in the forthcoming 2022/23 academic year, in preventing your child from falling below the school's target of 96%.

The table below is colour coded into a RED/AMBER/GREEN monitoring system and an explanation is given for each category. Please use the table to check which category your child falls into and the possible implications. Where attendance falls into the Amber or Red category, we will be looking for an improvement during the autumn term (unless there is a specific medical reason or your child has a confirmed case of COVID, which we fully understand).

Category	Attendance	Explanation
GREEN	96% and above.	Your child's attendance is not cause for concern. Your child should be making good progress. Your child's attendance should be celebrated and rewarded.
AMBER	90.1 – 95.9%.	Your child is being closely monitored; you may be contacted by the school and asked to attend a supportive meeting. An Early Help Plan may be put into place. You should take steps to reduce any future absence.
RED	90% and under.	Your child is now in the Persistent Absence category and attendance is concerning. School will meet with parents/carers. Education Penalty Notice, referral to the Local Authority Start Well Team or Attendance Enforcement Team is possible.

In order for your child to achieve an expected attendance percentage of at least 96%, they should have no more than 8 days absence in any school year. We understand that occasionally it may be necessary for children to be absent from school but sometimes parents can be unaware of how 'odd days/sessions of absence' can add up to a significant amount of time/learning missed. Hopefully, by sending you a copy of your child's attendance certificate each term, we are helping you to monitor your child's attendance over the year and giving you the opportunity to respond accordingly.

At Bryn St Peters Primary School, we want the best for your child and as school attendance is very closely linked to attainment, we ask for your support in ensuring your child is in school every day, on time and ready to learn.

We would like to remind you that the school gates are opened from 8:40am and registration begins at 8:50am.

Please contact school on 01942 733081, if you wish to discuss the contents of this letter in more detail.

Thank you for your continued support.

Yours sincerely,

Mrs R.Seddon

Attendance Officer On behalf of Mrs J Alcock Headteacher

	<h1>Bryn St Peter's C.E. Primary School</h1>
	<p><i>Together with God, building our future</i></p>
	<p>Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL          Tel: (01942) 204041          Email: <a href="mailto:enquiries@admin.ashtonsaintpeters.wigan.sch.uk">enquiries@admin.ashtonsaintpeters.wigan.sch.uk</a>          Headteacher: Mrs Julie Alcock</p>

## UNAUTHORISED HOLIDAY DURING TERM TIME

Dear Parent/Carer of ,

During a weekly register check, I have noticed that you have taken your child out of school for an unauthorised holiday during term time. (name) current attendance is %.

The Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

**In order to try to prevent an Education Penalty Notice being issued, we will require medical evidence for any absence relating to illness, following a holiday.**

If your child falls within one or more of these categories;

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration,

you could receive an Education Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

For further details on school's expectations please refer to our School Attendance and Punctuality Policy. A copy of the 'Education Penalty Warning Notice' is also available on our school website.

Yours sincerely,

Mrs R.Seddon

Attendance Officer

On behalf of Mrs J Alcock

Headteacher

## **Appendix 10**

### **Useful Links Section**

#### **Register and Admission Roll Keeping.**

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

Please read alongside - Changes Pupil Registration Regulations 2016

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The Education Act 2002

#### **Guidance Documents on Covid-19 in relation to school attendance**

Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year May 2022

#### **Guidance documents on attendance/safeguarding/exclusion**

A Guide to Absence Statistics March 2019

School Attendance (Guidance for maintained schools, academies, independent schools and local authorities) May 2022

Working Together to Safeguard Children July 2018

Keeping Children safe in Education September 2021

Children Missing Education statutory guidance for local authorities September 2016

Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion September 2017

Wigan Local Authority Supported Transfer Protocol (see Wigan Council Website)