



## Whitley Village Primary School

'Be the best you can be!'

[www.whitleyprimary.co.uk](http://www.whitleyprimary.co.uk)



ATTENDANCE INFORMATION – PLEASE STICK ON YOUR FRIDGE

### TERM TIME HOLIDAYS

Your children attend school for 190 days out of 365. This leaves 175 days for holidays! Please book your family holidays during these 175 days of school holiday time.

Holidays in term time cannot be authorised, unless there are exceptional circumstances (1-day wedding of parents, people in the armed forces).

If you do take your child on holiday during term time and they miss 5 days or more and are of statutory school age, you will receive a Fixed Penalty Notice from the Local Authority. This has now gone up to £80 per child, per parent, the first time it happens. If a second holiday is taken within a 3-year period, this fine doubles to £160 per child, per parent. If a third holiday is taken within the 3-year period, parents will face prosecution from the Local Authority.

The process for requesting a holiday is to complete a 'Request for Absence' form, which can be found on the website, or a paper copy can be requested from the office. This must be returned to school, ideally well in advance of the date of the holiday. We can then formally respond to your request, in writing.

Please also note, Year 1, Year 2, Year 4 and Year 6 sit statutory national assessments at points in the year and it is VITAL they do not miss these!

### ABSENCE DUE TO ILLNESS

Unfortunately, illness happens and we understand that there will be times your child has to miss school, especially if we have an outbreak of sickness, chicken pox, etc... Schools have strict guidelines set by the NHS regarding how long children need to stay off school with different illnesses. Please check this on our website, as we may not be able to authorise some absences, if the period of absence is longer than the period recommended.

### AFTER SCHOOL PUNCTUALITY

Please note, school finishes at 3:15pm. At this time, we will dismiss the children as quickly and safely as we can back into your care.

If you are going to be late to collect your child(ren), please book them into After-School Club in advance and let your child know that this is the plan. Children can become very anxious if they do not know what is happening at the end of the day and staff can only provide reassurance if we are aware of the plan. In order to book club, please use your School Spider app and pay for your session when you book. The Prices are as follows:

Collection by 4:15pm - £4

Collection by 5:15pm - £8

Collection by 6pm - £12

We close at 6pm. Please respect our staff and ensure you have collected your child by this time. If a child is collected after this time, there will be a **fine of £5 per 15 minutes, per child.**

### ATTENDANCE EXPECTATIONS



**The Government expects at least 96% attendance. Attendance below 90% results in the child being classed as a 'persistent absentee' and is the equivalent of missing half a day per week over the year!**

**School will begin to communicate frequently with parents of children at 90% and below.**

### MORNING PUNCTUALITY

The gate opens at 8:35am and school officially starts at 8:45am. This means that children are late if they arrive after this time and will also have missed their first activity of the day. If they arrive after the gate has been shut, your child will need to enter school through the main entrance, where you will be asked to sign them in, providing a reason for their lateness.

If they arrive after 9:25am, they will receive an 'unauthorised' mark in the register for the morning session. Ten unauthorised absences can lead to the Local Authority issuing a Fixed Penalty Notice, which is currently £80 per child, per adult (an increase since last year!) It is vital that families get into a punctual routine as soon as possible in a child's education, as **every minute counts!**

## **National Framework for Penalty Notices for School Attendance**

A new National Framework for Penalty Notices for School Absence came into effect on 19<sup>th</sup> August 2024. A penalty notice is an out of court settlement which is intended to cause improved attendance without the need for a criminal prosecution.

The National Framework includes:

- A single consistent national threshold for when a penalty notice must be considered of 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The three-year period begins from the date of the first penalty notice issued on or after 19 August 2024.
- Unauthorised absence sessions can be consecutive (e.g. 10 sessions of holiday in one week) or sporadic (e.g. 6 sessions of unauthorised absence in 1 week and 1 per week for the next 4 weeks). The 10 school week period may span different terms or school years.
- The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. (this is less than an inflationary rise since 2013)
- Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice must not be issued within a 3 year period. Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued and alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.