

## Lateness

Children arriving late may seriously disrupt not only their continuity of learning but also that of others. When pupils arrive late after the close of registers and fail to provide an adequate explanation they are marked as unauthorised for that session.

Ensuring your child is in school and ready to learn from the outset is really important. It means they are forming positive habits but it will also help their progress and attainment.

If your child is late to school they might:

- Miss important information provided during registration times including notices;
- Miss the start of the learning and the first part of the delivery of lessons which might then hold back their progress and attainment in particular subjects;
- Miss opportunities to socialise with their class mates at the very start of the school day;
- Develop bad habits which will impact on their attitude to work and the ability to obtain employment in the future;
- Be embarrassed;
- Be unsettled for the rest of the day, particularly younger pupils.

## Did you know?

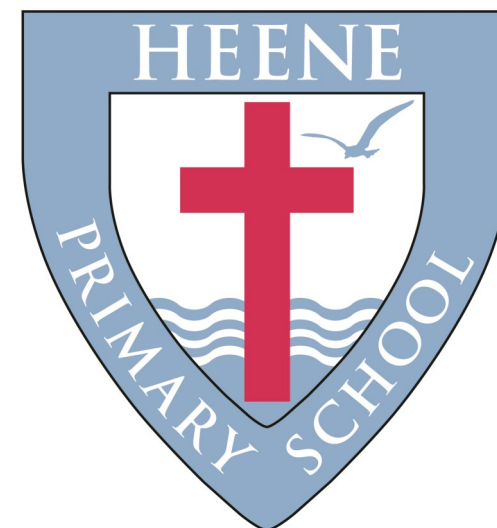
Government research shows that: **17** missed school days per year = a GCSE grade drop

There are **190** statutory school days per year and **175** non-school days available for holidays and non-education related activities

80% attendance  
= One day off a week  
= 2 whole years of your child's time in school

**90%** attendance  
= One day off a fortnight  
= **1 year** of education missed by the age of 16

# The Importance of Attendance



# HEENE PRIMARY SCHOOL

## Why is attendance important?

It helps to:

- ◆ Promote children's welfare and safeguarding;
- ◆ Ensure every pupil has access to the full-time education to which they are entitled;
- ◆ Ensure that pupils succeed whilst at school;
- ◆ Ensure that pupils have access to the widest possible range of opportunities when they leave school.

Regular school attendance is an important part of giving your child the best possible start in life and is important to your child's future. For example, children who miss school can frequently fall behind with their work and do less well in exams.

Good attendance also shows potential employers that your child is developing positive habits towards a good work ethos. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

By law, all children of compulsory school age (five to 16) must receive a suitable full-time education. Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk being served a penalty notice or being prosecuted.

## How can you help your child with their attendance?

As a parent or carer, you can help your child by:

- ◆ Making sure they understand the importance of good attendance and punctuality;
- ◆ Taking an interest in their education – ask about school work and encourage them to get involved in school activities
- ◆ Discussing any problems they may have at school - inform their teacher or headteacher;
- ◆ Not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work;
- ◆ Arranging appointments and outings after school hours, at weekends or during school holidays. This will help to prevent disruption to your child's education. Under normal circumstances, you should not expect the school to agree to your child going on holiday during term time.

If leave from learning in school time is needed, please contact the school for a form which must be filled in and returned BEFORE the absence.

## Government Legislation

Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments have made it clear that Headteachers **may not grant any leave of absence during term time**, unless there are **exceptional circumstances**. These amendments came into force on 1<sup>st</sup> September 2013.

## Role of Pupil Entitlement: Investigation (PEI)

The Pupil Entitlement: Investigation (PEI) work with schools and parents to advise and ensure that children and young people are able to benefit from the education provided. The PEI works with other agencies and groups addressing factors that contribute to absence from school. Additionally they help to protect children from exploitation and harm (including educationally) in the areas of child employment and entertainment.

General questions around school attendance including the use of penalties can be answered by the Pupil Entitlement: Investigation (PEI).

Email: [pei@westsussex.gov.uk](mailto:pei@westsussex.gov.uk)

Telephone: 03302 228200

## Fixed Penalty Notices (FPN) Unauthorised Absences

In West Sussex, a Fixed Penalty Notice (FPN) may be issued if:

- ◆ Your child has 10 or more unauthorised absences in a 10-week period;
- ◆ You take your child on an unauthorised holiday during the school term and which results in 10 or more absences.

The FPN is an alternative to prosecution and gives you an opportunity to discharge your criminal liability by paying a fine of £120, which must be paid within 28 days. If you pay within 21 days the fine will reduce to £60.

After 28 days the Authority will consider prosecuting for the original non-attendance, not for the non-payment of the FPN.