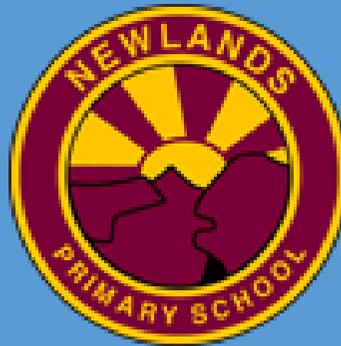


## Helpful Hints

- 🕒 Telephone the school before 9.00am on each day of your child's absence.
- 🕒 Notify the school well in advance of any medical appointments – providing appropriate evidence e.g. Hospital letters, appointment cards.
- 🕒 Respond to school enquiries about unexplained absence.
- 🕒 Keep the school / class teacher informed of any ongoing conditions or issues that may affect your child's attendance.
- 🕒 Make sure you have alternative arrangements for a relative or friend to bring your child to school if you are prevented from doing so.
- 🕒 If you are not sure whether your child is well enough to attend school, bring them anyway. They often perk up once at school, but we will contact you if they don't.
- 🕒 Encourage your child to get everything ready for school the night before – including their uniform.
- 🕒 Contact the school if you are not sure if it is open or check the school website.

# Newlands Primary Academy



## Attendance and Lateness

### A GUIDE FOR PARENTS

*Inspiring minds, shaping futures*

This document is a guide only, to help you understand the key elements of the school policy on attendance.

If however, you would like to see our full Attendance Policy, please ask for a copy at the school office or alternatively a copy can be viewed on the school website.

[www.newlands-tkat.org](http://www.newlands-tkat.org)



If your child is absent from school please notify the school as soon as possible

on:

01843 593086

**Newlands Primary Academy is committed to the continuous raising of achievement and attainment of all our pupils.**

Parents have a legal duty to ensure that their child attends school and arrives on time.

Full-time and regular attendance is essential to the all-round development of a child and they should be encouraged and allowed to take advantage of the varied educational opportunities Newlands provides.

Irregular attendance undermines their education and could put them at risk, encouraging anti-social behaviour inside and outside the classroom.

At Newlands we celebrate success, each week. Good attendance provides the essential ingredients to create a fulfilling and successful school experience and beyond – and we actively encourage 100% participation in all that Newlands offers.

## Authorising Absence from School

### **ONLY THE HEAD TEACHER CAN AUTHORISE ABSENCE.**

Absence can be authorised for the following reasons: *Sickness with medical proof, medical appointments which cannot be arranged outside of school hours and days of religious observance. N.B. While they may be authorised they are still recorded as an absence on the child's record.*

Absences **WILL NOT** be authorised if for example:

- Another family member/sibling is ill;
- The family have overslept / late night;
- Problems with clothing / uniform;
- You have forgotten school dates;
- Your child attends a medical appointment for more than half a day without written proof it is necessary;
- There is an annual family event e.g. a birthday;
- You take your child shopping;
- Bad weather (unless the whole school is closed or it is unsafe to travel).

**A Penalty notice (fine) can be issued if a child has 10 unauthorised or more sessions during any 100 possible sessions - these do not need to be consecutive.**

**Each child attends for two sessions per day.**

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Head Teacher the discretion to consider authorising a request for leave of absence during term time only in 'exceptional circumstances'.

If you consider that your request for leave of absence during term time is 'exceptional' you will need to write to the Head Teacher outlining the reasons for being unable to take your holiday during the thirteen weeks your child is not at school. If the reasons given are not considered to be 'exceptional circumstances', and you nevertheless take your child out of school, the absence will be recorded as unauthorised.

In the case of an unauthorised holiday, the Inclusion and Attendance Service will be notified of the holiday taken and a Penalty Notice may be issued. On receipt of the Notice, the penalty will be £60 if paid within 21 days, rising to £120 if paid after 21 days but within 28 days. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority. Please note that a Penalty Notice is issued to each parent for each child. All holiday requests must be submitted in writing and should be returned to the school at least 14 days before the start of the absence.

### **Lateness**

Children must be in school by 8.45a.m.. Every child who arrives at school after this time must go to the school office with their parent. Lateness can also be referred to our Education Welfare Officer and can provide grounds for issuing penalty notices.

**Amendments to the 2007 regulations on timescales for paying penalty notices means that from 1<sup>st</sup> September 2013, parents must pay £60 within 21 days or £120 with 28 days.**