

ATTENDANCE INFORMATION



LATES

When your child is:	In a year your child would lose the following days of education:
5 minutes late	3 days
10 minutes late	6.5 days
15 minutes late	10 days
20 minutes late	13 days
30 minutes late	19 days

MEDICAL & DENTAL APPOINTMENTS

If your child needs to be absent from school due to a medical or dental appointment, we kindly ask that you provide proof of the appointment.

This can be emailed or shown to the school office either in advance or at drop-off or pick-up on the day of the appointment. Acceptable proof may include an appointment card, text confirmation, letter, or screenshot from the medical practice. Providing this helps us to accurately record attendance and ensures our registers are up to date. Thank you for your cooperation and continued support.

AS A SCHOOL

We review all attendance concerns on a case-by-case basis, taking into account the reasons provided and any supporting evidence submitted.

PARENT RESPONSIBILITIES

The section 7 education Act 1996, places a duty on parents to ensure that their child of compulsory school age receives a suitable education, either by regular attendance at school or otherwise.

FIRST OFFENCE - FIRST PENALTY NOTICE

Leave of absence from school during term time for 5 days or more, will result in a Penalty Notice being issued through the Local Authority. The cost is: £80 per parent, per child if paid within 21 days or £160 per parent, per child if paid within 28 days

If there is a pattern of requesting 4 or 4 ½ days a Penalty Notice can still be requested.

SECOND OFFENCE - FINAL PENALTY NOTICE

(2nd Penalty Notice within 3 years)

The second time a Penalty Notice is issued for term time absence the amount will be: £160 per parent, per child to be paid within 28 days.

No reduced rate will be offered.

THIRD OFFENCE AND ANY FURTHER OFFENCES

(Within 3 years)

The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the Magistrates Court:

Fines can be up to £2500 **per parent, per child**

Cases found guilty in Magistrates' Court can show up on a parents future DBS certificate, due to "Failure to safeguard a child's education".