

## Attendance – short guide for parents



### School timings

<b>Arrival</b>	All children	8:50am – 9:00am
<b>Morning registration</b>	All children	8:50am – 9:00am
<b>Lunch break</b>	FSU	12:00pm – 1:00pm
	Class 1	12:30pm – 1:30pm
	Class 2	1:00pm – 2:00pm (12:30pm – 1:30pm Fridays)
	Class 3	1:00pm – 2:00pm (12:30pm – 1:30pm Fridays)
<b>Afternoon registration</b>	FSU	1:00pm
	Class 1	1:30pm
	Class 2	2:00pm (1:30pm Fridays)
	Class 3	2:00pm (1:30pm Fridays)
<b>End of school day</b>	Nursery	3:00pm
	Years R to 6	3:30pm

### Attendance Marks (see Attendance Policy for full details)

A pupil is classed as absent if they arrive after the register has closed or if they do not attend for any reason.

Late arrival (up to 10 mins) will be marked code “L”, and the minutes late recorded;

Late arrival (more than 10 mins) is marked code “U”, and the minutes late recorded. This code equates to an absent session.

Pupils who arrive late should be signed in to the electronic signing in system in the reception area.

Marks are explained in the full policy

### Reporting attendance on the newsletter

We will be communicating attendance percentages for each class on the newsletters.

### Attendance letters to parents

Reports will be run in school every half term (more frequent in some situations)

Letters have to be sent home to parents of children with attendance percentages below our target of 96.2% - we appreciate that some children have had illnesses etc and we understand this but we still have to send this letter out just to keep you informed of the attendance levels.

Further letters will be sent home if attendance is not seen to improve.

### Reporting an absence

Our preferred method is by phone please (01805 623269), before 9:00am on each day of absence.

If unable to phone, please email the office ([admin@monkleigh-primary.devon.sch.uk](mailto:admin@monkleigh-primary.devon.sch.uk))

Please contact the office before the office needs to contact you.

## **Holidays and Avoidable Absences in Term Time** *(extracts from document provided by the EWO)*

A family holiday is not normally considered to be an 'exceptional circumstance' and therefore will not be authorised. Should you choose to take your child out of school without the authorisation of the school, then Parental Responsibility Measures could be instigated. This could mean receiving any of the following;

- A Penalty Notice
- A summons to the Magistrate Court which could result in a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.

Schools are required to notify the Local Authority if a pupil has a number of unauthorised absences. Unauthorised absences can be acquired when;

- 1) Leave has been requested, but the circumstances are such that the school is unable to authorise the leave and it is taken anyway.
- 2) Leave is not requested and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example – a family holiday). There have been occasions when schools have been notified that the pupil is sick, but the school later discovers and reasonably believes that the reason given for the absence is not genuine.
- 3) A child continually arrives late after the registration period has closed.

We will be notifying the Local Authority in all of the circumstances listed above.

Should a Penalty Notice be issued as a result of unauthorised absence then one notice will be issued to each parent/carer for each child involved.

We understand the disappointment that the refusal of a leave request may cause and we apologise, but as you can appreciate this policy represents the school's responsibility and commitment towards providing your child's education and supporting their future life opportunities. We hope you will support us by ensuring that your son/daughter obtains the maximum benefit from their time at school by attending punctually for the 190 days each year that the law requires (unless prevented from doing so by an unavoidable circumstances).

Thank you for your anticipated support in this matter.