



Leintwardine Endowed CE Primary School

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'Letting Our Light Shine'

Head Teacher: Mrs N Gorry

20th April 2023

Dear Parents and Carers

As you will have read in the newsletter there is an increased focus on attendance for all children. This letter outlines the current policy, if you require more information please visit the school website to read the full attendance policy. Absence from school impacts not only individual children but the whole school. You may be interested to know that fines are raised by the Local Authority and payment is paid directly to them, no money is seen by the school.

365 DAYS IN EACH SCHOOL YEAR	175 NON SCHOOL DAYS A YEAR		175 DAYS TO SPEND ON FAMILY TIME, VISITS, HOLIDAYS, SHOPPING, HOUSEHOLD JOBS AND OTHER APPOINTMENTS			
	190 SCHOOL DAYS IN EACH YEAR 190 days for your child's education	10 days absence	19 days absence 171 DAYS OF EDUCATION	29 days absence Half a term missed 161 DAYS OF EDUCATION	38 days absence 152 DAYS OF EDUCATION	47 days absence 143 DAYS OF EDUCATION
		180 DAYS OF EDUCATION				
	100%	95%	90%	85%	80%	75%
	GOOD Best chance of success Gets your child off to a flying start		WORRYING Less chance of success Makes it harder to make progress		SERIOUS CONCERN Not fair on your child Even harder to make progress, possible court action.	

The Local Authority of Herefordshire state:

You can only allow your child to miss school if either:

- They are too ill to go in
- You have gained advance permission from the school



Absence due to illness or medical appointment - If your child needs to have time off school because of illness or a medical appointment, you should always contact the school and inform them on the first morning of illness and on the morning that they are due to return to school, if they are not well enough to do so.

Authorised absence – If you wish to apply to take your child out of school during term time, you need to ensure you follow the procedures explained in the school's attendance policy. You must complete the form found in the parents section of the website and hand this in to the office in advance of the absence.

Head teachers may not grant leave of absence during term time unless there are exceptional circumstances. The head teacher will determine if there are exceptional circumstances relating to your application and inform you whether your request for leave of absence has been granted.

Unauthorised absence – If you take your child out of school and the absence is not agreed by the head teacher, this will be recorded as unauthorised absence. If you do not ask for, or get permission to take your child out of school and do so regardless, your child's absence will be recorded as unauthorised.

Penalties for unauthorised absence

In Herefordshire, the Environmental Health & Trading Standards Education Enforcement Team has responsibility for Penalty Notices on behalf of Herefordshire Council.

A penalty will be raised by the Education Enforcement Team if:

- Parents' continued failure to engage or respond to the school's attempts to contact them or where parents continually fail to provide an explanation for a pupil's absence in accordance with the school's procedures.
- Absence during term-time when the school has not authorised the absence and the child has missed at least 10 sessions (5 days) within a 10 week period.
- Persistent late arrival at school after the registers have closed (9.30am).

Fines

The Fixed Penalty Notice is **£60 per parent for each child** (e.g. a family with 2 children would be fined – Father £120 and Mother £120 = **£240**), which rises to £120 per parent per child if not paid within 21 days. There is no appeal against a Fixed Penalty Notice. Failure to pay a Fixed Penalty Notice may lead to legal proceedings under the Education Act 1996 section 444(1).

A 'parent' is defined in Section 576 of the Education Act 1996, as including all natural parents, including those who are not married; any person who has parental responsibility and any person who has care of a child.

Please refer to https://www.herefordshire.gov.uk/info/200144/schools_and_education/270/school_attendance_and_absences for any additional information.

Kind Regards

Mrs N Gorry
Headteacher

