

# Leigh Beck Infant and Nursery Academy

## Attendance Newsletter



### Attendance Officer:

Please contact:

Miss Lewis

[attendance@leighbeck-  
inf.essex.sch.uk](mailto:attendance@leighbeck-inf.essex.sch.uk)



### Welcome back to the new school year!

As a school, we expect children to attend every session available to them in order to benefit from the educational opportunities provided. Consistent loss of learning hours could have a detrimental effect on a child's educational progress. In the unlikely event that you need to take your child out of school during term time a Leave of Absence in Term Time' form must be submitted at least one week prior to the absence. We cannot authorise absence for holidays.

From 19<sup>th</sup> August new rules around term time absence were introduced by the Government, meaning that fines have been raised and procedures around penalty notices have changed. Please ensure that you are aware of these and what they will mean for you and your child.

### What can you do to help make your child successful all day every day?

Help your child get organized the night before, by putting out their water bottle and school uniform. Set an alarm to help the whole family wake up early, this will allow time for your child to get dressed, have breakfast, brush their hair and teeth and leave home on time!

## School Matters!



## **Reporting your child absent**

Leigh Beck Infants and Nursery Academy has an absence option on our phone line for parents/carers to use. Please can parents/carers phone in by 9:00 am on **every day** of absence and leave a message. The phone number is 01268 682322; an automated set of instructions will tell you how to leave a message.

A phone call will be made, or a message will be sent home via SCOPAY if we have not received a reason for absence.

If we are not provided with a reason for absence the session will be recorded as an 'unauthorised' absence.

If we are unable to contact parents, and we have concerns, it may be necessary to carry out a home welfare check or contact the police.

Please ensure that you provide the school with a return to school letter once your child is well enough to return explaining the reason for absence.

## **Medical Appointments**

Pupils need to be to be signed in by an adult at reception if they are leaving school during the day, either for a medical appointment or other reasons.

We would really appreciate medical and dental appointments not being made during the school day wherever possible. However, we understand that this is not always something that you can control. Afternoon appointments are best because students are likely to miss less of the school day. **Please ensure you provide school with evidence of medical appointments.**

## **Persistent Absence**

The Department for Education identifies attendance below 90% as 'persistent absence'. If a pupil was to end the academic school year on 90% attendance, this would equate to four whole weeks off school. This would mean 20 days, or over 100 hours, of missed learning. If your child's attendance falls below 90%, they will be monitored by the Education Welfare Officer, and you will be invited to attend a School Attendance Meeting (SAM). At this meeting we will look for opportunities to support an improvement in attendance. Further unauthorised absence may lead to the prosecution of the parent/carer for failing to ensure adequate attendance of the child. Further details on the formal stages of our attendance procedures may be found in our Attendance Policy.

## **Punctuality**

Our gates open at 8.30 am and close at 8.40am. All pupils are expected to arrive at school no later than 8:45 am ready to start the school day. Children arriving after this time are marked as late.

All your child will need to be signed in at reception by an adult if they arrive after the gates close.

Pupils arriving late to school cause disruption to their learning as well as others, which is unacceptable and can be upsetting for them and their classmates.

# PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING

## FIRST OFFENCE

**1**

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

£160 per parent, per child if paid within 28 days  
Reduced to £80 per parent, per child if paid within 21 days.

**2**

## SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

**3**

## 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. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education'.

## 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

Please follow the link for the Publication that will start from 19th August 2024.  
[www.gov.uk/government/publications/working-together-to-improve-school-attendance](http://www.gov.uk/government/publications/working-together-to-improve-school-attendance)