

Dear Parent/Carer,

I am writing to you to remind parents/carers about the importance of good school attendance. The roles and responsibilities of parents, the school and the local authority can be found in our school attendance policy, which is attached to this email. I will also share the ways the school will keep you up-to-date with your child's attendance and the incentives that Clapgate Primary School uses to promote attendance. As a school, we see a direct link between poor attendance and poor school achievement. Therefore, we work closely with the Local Authority and parents to ensure that all our pupils receive the most from their education and reach their full potential. We understand that some children will have low attendance for reasons out of your control (e.g. medical needs, a sustained period of illness). Attendance will always be looked at on an individual basis.

All the information I will share with you can be found on our school website.

<https://www.clapgateprimaryschool.co.uk/parent-information/attendance/>.

The law states that it is a parent's responsibility to ensure that their child attends school regularly, and the Department of Education expects all children to achieve at least 96% attendance. This means a child would be absent for no more than seven and a half days a year.

At Clapgate, the school day starts at 8:50 a.m. for years 1-6, 8:45 a.m for Reception, and 8:55 a.m. for Nursery. Any child arriving after 9:00 a.m. is considered to be late. However, if a child arrives after 9:30 a.m., they lose their morning present mark completely, which is an unauthorised absence.

Half Termly Report Card

At Clapgate, all parents will receive an attendance report card at the end of each half term. This is to keep you updated about your child's attendance and remind you what attendance triggers are in place.

Attendance Incentives

At Clapgate, we have several rewards for good attendance. Children with 96% attendance are classed as having good attendance.

Full House Posters

If all children in a class are present, the class will receive a full house poster on the classroom door for the day to signify this achievement, and a member of the school's leadership team will visit the classroom to praise the children.

Attendance Wheel

If a class achieves 96% attendance for the past week, they will have the opportunity to spin the attendance wheel. The colour the spinner lands on will decide the prize your class wins.

Attendance Badges and Bands

Each term, children who have achieved 96% attendance for that individual term will receive a band (KS1) or badge (KS2) to symbolise their excellent attendance that term.

Golden Ticket

Each term, children who have achieved 96% attendance for that individual term will receive a golden ticket to spend at the pop-up shop.

End of Year

At the end of the school year, any child with 96% attendance or above will receive a certificate and visit the ice cream van during the final week.

Attendance badges and golden tickets are awarded each term. These incentives will focus on that term's attendance, nothing prior, giving each child a clean slate every term and something to work towards. Medical appointments will not be counted as absences if evidence has been provided.

Reporting Absences

At Clapgate, we expect parents to report their child's absence to school before 9 a.m. each day by calling 0113 271 6700 or by notifying us of the absence via Parent Mail. If we haven't heard from a parent, they will be contacted by the attendance team. If we have had no contact from a parent about a child's absence for two days, then we will carry out a home visit.

Holidays

At Clapgate, we expect parents to take their holidays during the approved school breaks. There are 175 days each year when your child is on holiday from school. No absence in term time for holidays.

- Parents must notify the school of all holidays in writing using the Leave of Absence Form – available from the school office.
- The school will respond to the request, which will explain the holiday is unauthorised and will explain all possible implications.
- The school will notify Children's Services - Attendance Team of the unauthorised holiday who will issue a Fixed Penalty Notice (FPN).

National Penalty Notice Framework (offences in a three year rolling period)

- **First Offence**
 - The first penalty notice will be issued at £160 per parent if paid within 28 days (this will be reduced to £80 if paid within 21 days)
- **Second Offence**
 - The second penalty notice will be issued at £160 per parent if paid within 28 days (this will not be reduced)
- **Third Offence (or any further offences within 3 years)**
 - A penalty notice will not be issued, and the case will be considered for potential legal action. This can result in a criminal record and fines of up to £1,000 plus costs

Attendance Triggers

96% or above: Well done! This is the target set by the Local Authority.

92% or below: This is a concern, and improvement will need to be made over the coming weeks. Absences that are not evidenced will be unauthorised.

90% or below: This is classed as persistently absent by the Local Authority. A formal monitoring process will begin in school, and any absences that are not evidenced will be unauthorised. Five unauthorised days absent will automatically trigger a Fast Track 1 Letter.

Our monitoring processes only apply to children with a large proportion of **unauthorised absences**.

We are aware that nursery children are not of compulsory school age. However, their attendance is still monitored. Low attendance is proven to significantly impact a child's well-being and progress.

Any medical appointments during school time also need to be evidenced.