

# Woodcock Hill Primary School



## Attendance Rewards & Information for Parents and Guardians

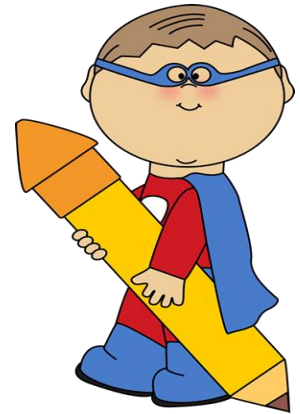
September 2024





# Attendance HEROES

At Woodcock Hill Primary School, we expect all of our pupils to be Attendance H.E.R.O.E.S and we reward pupils who are:

**H**ere, **E**veryday, **R**eady, **O**n time and **E**ngaged to **S**trive for success.

Each pupil has an attendance record card which they complete daily. If they arrive at school on time, ready to learn, every day for one week then they earn a point. Points can be saved and exchanged for prizes in our attendance shop. For 100% attendance over a term children receive an attendance badge which they can wear on their school uniform.



-  A blue badge for 100% attendance in the Autumn Term
-  A green badge for 100% attendance in the Spring Term
-  A yellow badge for 100% attendance in the Summer Term **PLUS**
-  A Super Hero Goodie Bag for 100% throughout the school year

Please help your child to achieve their Attendance HEROES prize by arriving at school every day on time.



**The school day begins at 8.45am** when the classroom doors open, and teachers are ready to greet your child.

**Registers and classroom doors close at 8.55am** – if your child is not present for registration, they will not receive their Attendance Hero mark for that day. They should report to the school office on arrival.

**The school day ends at 3.25pm and 3.20pm for Reception Class.**

# First Day Contact



If your child is going to be absent from school for any reason at all, please contact the school office on the first day of your child's absence.

Failure to contact the school may result in:

- a call from our school office
- a home visit from our Pastoral Support Manager

Continued absence and/or failure to contact the school may result in:

- prosecution through the courts
- police intervention

**Please note:** Woodcock Hill Primary School has a duty of care once your child enters the education system. If we do not know why a pupil is absent and we are concerned by the unknown absence the school may have no alternative but to contact the police and report the pupil as missing.

**It is important that you contact the school as soon as possible and maintain communication with school throughout your child's absence.**

# Leave of Absence

## Did you know?

- Pupils only spend 190 days each year in school.
- Pupils who lose time from school do not do as well as they could.



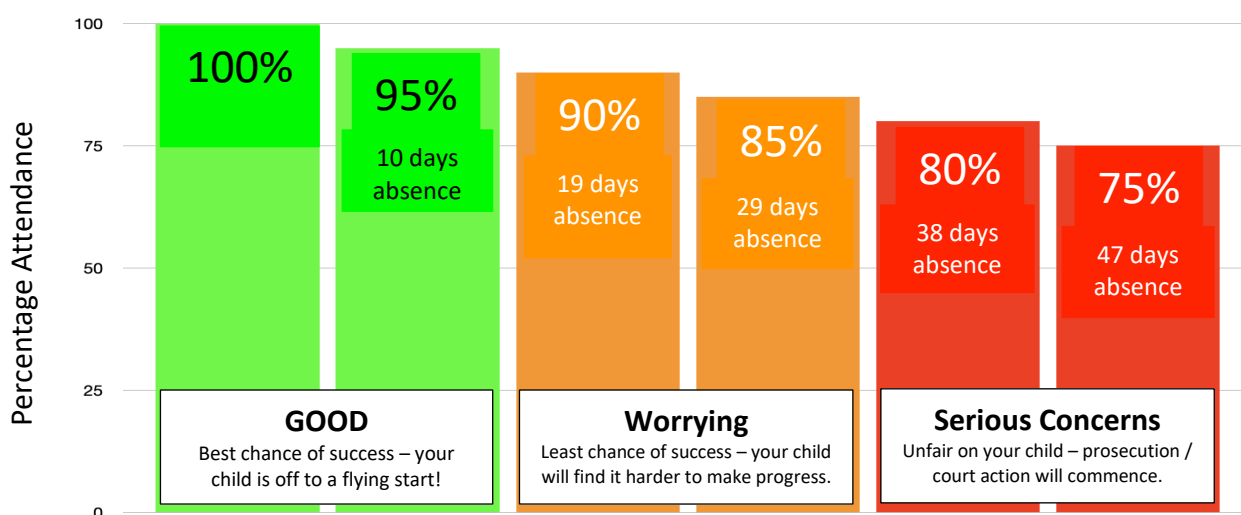
## There is never a good time to take children away from lessons, especially when...

- children have important assessments to complete, for example in Years 1, 2, 4 and 6.
- they move from Infant (KS1) to Junior (KS2).
- they move to Secondary School (KS3).

## It is NOT true...

- that children can have 10 days holiday each school year.
- that they catch up.
- that lessons they miss are repeated at a later date.

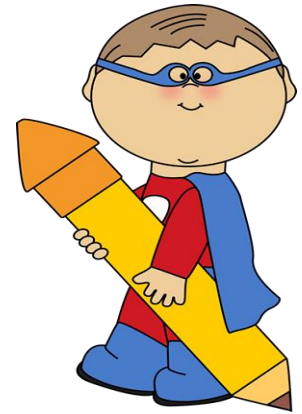
**Lost learning quickly adds up and impacts on your child as the chart below shows.**



## It is true that...

If the Head Teacher refuses permission, for whatever reason, for your child(ren) to undertake leave in term time (holiday) the school register will record their leave as an 'unauthorised absence'. This can lead to Court Action. **Each parent** will be fined a minimum £160 **per child** (£80 if paid within 21 days). If not paid within 28 days the Local Authority may prosecute.

A 2013 amendment to The Education (Pupil Registration)(England) Regulations 2006, means that Head Teachers can't authorise leave during term time.



**Court action could result in you having a criminal record.**

Given the above information, if you would still like to request leave during term time for your child(ren) you will need to follow the procedure below:

- Visit the School Office and request a 'leave in term time form'.
- Complete the form and gather all your travel documentation including RETURN flight tickets.
- Make an appointment via the School Office to meet with our Pastoral Support Manager.
- Attend the meeting with your completed leave of absence request and travel documentation.

# Arriving Late

When your child is late arriving at school, they miss the teacher's instructions and the introduction to the lesson. This has a negative impact on your child's education and is disruptive to their classmates. Your child may also feel embarrassed at having to enter the classroom late.

Frequent lateness can add up to a considerable amount of lost learning and can seriously disadvantage your child.

If your child is late each day by	Each year they will miss as much as
5 minutes	3.7 days
10 minutes	7.4 days
15 minutes	10 days
20 minutes	14.7 days
30 minutes	22 days



# Support



If you are having difficulties in maintaining your child's attendance or punctuality you should speak to the school as soon as possible. Please make an appointment to meet our Pastoral Support Manager who will be able to advise, support you and, where appropriate, engage with external agencies.

We provide a Breakfast Club from 8.15am free of charge. Pupils can access a range of breakfast cereals, fruit, yoghurts, pastries, bagels and drinks. Some parents and guardians find this helps with improving attendance and punctuality issues as well as supporting working families.

**Remember, we are here to help.**

## Legal Action

**Our aim is to support families and not to prosecute them.** However, this is sometimes in the best interest of the pupil and our only course for resolution. The government has recently introduced a National Framework for Local Councils in managing non-attendance\*.

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school; for first offences *the amount of the penalty is £160 (£80 if paid within 21 days).*

If not paid within 28 days, the Local Authority may prosecute.

Penalty notices may be issued to the parent of pupils who receive a second fine for the same child within any three-year period; ***the amount of the penalty will be charged at the higher rate of £160.***



Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, the Local Authority may seek other action like applying to the family court for an ***Education Supervision Order and/or a prosecution.***

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to ***£2,500***, a ***community order***, or a ***jail sentence of up to 3 months.***

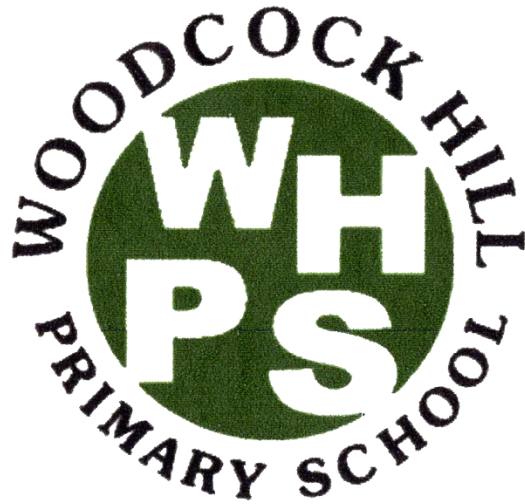
**Please note that:**

- Penalties and prosecutions are in respect of **each parent** for **each child**.
- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**Our aim is to support you and not to prosecute you.**



*\*from August 2024*



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