

ATTENDANCE PROCEDURES

OCTOBER 2024



Attendance Guidance

School attendance is important for academic success. In Summer 2024, the government updated the way in which they issue fines for attendance. There are clear government guidelines for schools that say when children should be kept off school and when they shouldn't.

We want to help you understand what is classed as an **unauthorised absence** with regards to illness. The below information has been taken from the NHS website and includes information on common childhood illnesses.

It is vital you follow this, as school will **not authorise** your child's absence if they feel they are well enough to be in school.

Coughs and Colds: it's fine to send your child to school with a cold, cough or headache. If they are complaining of this kind of thing please give them medicine and bring them in. If they deteriorate then we will call you to collect them.

Sore throat. You can still send your child to school if they have a sore throat.

Conjunctivitis. You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes. Further information can be found by clicking on this website:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Please bring your child to school every day unless your child is **too ill** to attend. If they are ill please take them to the doctors and bring a copy of the appointment letter into school or any other proof.

We know it can be hard to know when to keep them off. Here is a reminder of the procedures for authorised and unauthorised attendance.

Phone school **EVERY** morning that your child does not attend, before 9:00am so that their attendance records are kept up to date. Please leave your child's name, class and reason for their absence. Please be clear about the reason for absence.

Do not say unwell or ill, as this can mean many things. If there is no reason it will be recorded as unauthorised.

If we do not hear from you regarding your child's absence, we will check everything is ok and visit your house as part of our wellbeing and safeguarding checks.

New national guidelines imposed from September 2024

Every moment in school counts and days missed add up quickly. Evidence shows that pupils who have good attendance do better at school and enjoy better wellbeing than those who don't.

If your child misses school without a good reason, schools can intervene.

The local authority have instructed that these new "penalty notice fines" will become effective from summer 2024. Your school, part of Ebor Academy Trust will be required to follow these national guidelines.

Fines for parents per child

Penalty notice fines can be issued to parents for each child absent from school. For example, three siblings absent for term time leave, would result in the parent receiving three separate fines.

Five consecutive days of term time leave

Penalty notice fines can be issued for term time leave of five or more consecutive days. Inset training days are classed as school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

Ten sessions of unauthorised absence in a ten-week period

Penalty notice fines will be considered when there have been ten sessions of unauthorised absence in a ten-week period.

First offence

A penalty notice fine could be issued, for term time leave or irregular attendance, and would be £160 per child paid within 28 days. This is reduced to £80 per child if paid within 21 days.

Second offence

The second time a penalty notice fine could be issued, within three years, for term time leave or irregular attendance, the amount will be £160 per child paid within 28 days.

Third offence and any further offences

A penalty notice will not be issued for the third and any subsequent time an offence is committed, for term time leave or irregular attendance within three years – instead the case may be presented directly to a Magistrates' Court. Magistrates' fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future Disclosure and Barring Service certificate, if one is applied for, categorised as "failure to safeguard a child's education."