



# Attendance Newsletter

Autumn Term 2 2023

## School Start/Finish Times

Infant School - 8:45am - 3:15pm

Junior School - 8:50am - 3:20pm

Doors open 5 minutes prior to start time.

# ATTENDANCE MATTERS

Aim for 100% attendance for a better future

*Their future is in your hands...*

We would like to say **Congratulations** to those children who have achieved **100% attendance** during the Autumn Term 2023.

We have had the pleasure of handing out

**115**

**100% Attendance certificates this term!**



**The Three Trees Academies** are continuing to focus on attendance and punctuality. We have attached our current attendance data for you to see. You will also now be able to see and keep track of your child's attendance on Arbor.

Year Group	% Attendance This Term
EYFS	92.96%
Year 1	94.61%
Year 2	92.96%
Infants Total	94.06%

Year Group	% Attendance This Term
Year 3	91.01%
Year 4	95.24%
Year 5	94.5%
Year 6	93.71%
Juniors Total	93.57%



## Does your child get to school on time every day?

There is a link between good school attendance and high level attainment. Regardless of the reason, if your child is absent from school it will impact their learning. Parents/carers are legally responsible for ensuring their child attends school on time every day.

### Routine

The easiest way to ensure your child attends school on time every day is to establish a GOOD MORNING ROUTINE.

If mornings are hectic in your household, prepare as much as possible the night before.

### Too ill to attend school?

Children can attend school with minor ailments such as toothache, headache, stomach-ache, cold, sore throat etc. Over the counter medicines can be given before school. School will contact you if they become too ill to remain in school.

Children should be off school for 48 hours if they have diarrhoea or vomiting.

If you are unsure how long your child should be absent with an illness speak to your child's school, your doctor or pharmacist for advice.

### Reporting an Absence

It is a parent/carers responsibility to notify school if their child is absent. A reason MUST be provided. Please ensure you contact the school to advise of your child's absence by 9:30am on the day of absence. This can be done either via telephone on 01283 217675 or e-mail [office@threetrees.risemat.co.uk](mailto:office@threetrees.risemat.co.uk).

### Unauthorised Leave in Term Time (Holidays)

Children are not entitled to holidays during term time. Family holidays should be taken during school holiday periods.

To request leave during Term Time due to exceptional circumstances, ask the school office for a Leave of Absence Form (with as much notice as possible).

Fines may be issued where unauthorised leave has been taken during term time.

### Medical Appointments

Ensure that, where possible, hospital, doctor and dental appointments are made outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum and medical evidence may be required.

### YOUR LEGAL RESPONSIBILITY

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at court.

#### What is a fixed Penalty Notice?

The Anti-Social Behaviour act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notice to parents/carers of pupils who have unauthorised absences from school.

#### A Penalty Notice can be issued for two reasons:

- If a holiday is taken during term time without the permission of the headteacher
- If a pupil has unauthorised absence from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation

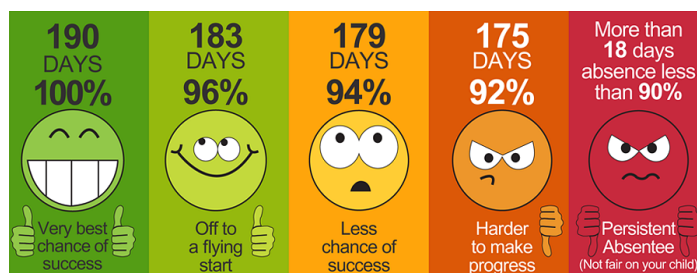
#### What are the fines?

£120 per parent/carer (reduced to £60 if paid within a timely manner). If the £120 is not paid within the time frame given a summons can be issued to appear in court. The Local Authority can decide whether to issue a summons to court instead of a Penalty Notice.

### Persistent Absences

Any child with attendance below 90%, regardless of the reason of the absence, is considered to be a persistent absentee. This equates to just 2 days each month. Statistics show that persistent absentees are less likely to achieve their full potential.

There are 190 days in a school year which leaves 175 days to spend on family time, shopping, appointments and other things.



If you are concerned about your child's attendance please contact our Attendance and Safeguarding Lead, Karen Harvey by emailing [office@threetrees.risemat.co.uk](mailto:office@threetrees.risemat.co.uk).