



# The Beeches Primary School

## Attendance and punctuality

Important information for pupils,  
parents and carers



November 2023

## Introduction

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The Beeches is a welcoming and inclusive primary school in the centre of Peterborough. Our children come from a wide range of cultural backgrounds; making a diverse and vibrant learning community. Our children make very good progress; are enthusiastically engaged in their learning; and behave consistently well.

We believe it is extremely important for the children to attend school regularly and on time. Good attendance enables pupils to maximise their potential in later life. Ensuring your child's regular attendance at the school is your legal responsibility.

## Standards

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At the Beeches Primary School we

- provide a welcoming and caring environment where all members of the school feel secure and valued
- expect every child to attend school for at least 96% of the time
- expect every child to arrive on time, every day
- will support parents in their legal responsibility to ensure that their child is in school and on time each day
- leave of absence should not be taken during term-time. We will not authorise requests for leave of absence, except in exceptional circumstances and when evidence has been provided.

## How to notify the School of an absence

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If your child is unable to attend school due to illness or unavoidable circumstances, please contact the school on **each day of absence**

- by phoning 01733 209877 and using option 1, before 9am

If the absence is not reported before 10am, it will not be authorised.

# Policy and Procedures

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## School Attendance

Days or half days absence can rapidly build up and impact on your child's success at school. If a pupil's attendance falls below 93%, a letter will be sent home. If attendance continues to fall, parents/carers will be invited to an attendance concern meeting with the attendance officer. At this meeting, barriers to good attendance will be discussed and improvement actions agreed.

If, after the attendance meeting, the pupil's attendance continues to fall you will receive a further warning letter and your child's attendance will be monitored. Any further absence due to illness or medical reasons will not be authorised unless fully supported by additional medical evidence such as a doctor's appointment card, letter, medication or prescription.

Should the attendance fail to improve following intervention, the school may take further action such as requesting the issuing of a penalty notice or instigation of legal proceedings.

It is understood that there are sometimes genuine reasons for short-term and sporadic non-attendance e.g. genuine illness. In this instance parents/carers should contact the school on the first morning and each subsequent morning, by telephoning before 9am and selecting option 1 to leave a message. **Planned appointment absences must be requested in advance by either completing a "Leave of Absence" form or by providing the school with a medical appointment card/letter.**

## Leave of absence for religious observance

2 days of absence can be authorised for religious observance, during a school year. Requests are to be made in advance by completing a Leave of Absence form.

## Leave of absence in term-time

The Beeches School will not grant any leave of absence during term time unless there are exceptional/unavoidable circumstances. Leave of absence is granted entirely at the Headteacher's discretion and is not a parental right. A leave of absence application must be made in writing at least 4 weeks in advance by completing a "Leave of Absence" request form and providing evidence (e.g. medical information, travel booking confirmation). The form can be found on the school's website or in the school entrance.

The Headteacher must be satisfied that there are exceptional/unavoidable circumstances which warrant the request and will consider the circumstances of each application on an individual basis. The Beeches School has adopted the Peterborough City Council's Code of Conduct in respect of issuing penalty notices for unauthorised holidays/leave of absence in term-time. The purpose of the code of conduct is to ensure that penalty notices are issued consistently and fairly across the local authority.

## Application for Leave of Absence

Parents/Carers have a legal responsibility in accordance with section 7 of the Education Act 1996 to ensure their child receives sufficient fulltime education by regular attendance at the school. The Department of Education guidance states that holidays and other leave of absence should not be taken during term-time unless there are exceptional/unavoidable circumstances. Exceptional/ unavoidable circumstances are determined at the Headteacher's discretion.

Any leave of absence that is taken, but not approved by the Headteacher, will be marked as unauthorised. Penalty notices may be requested from the local authority, under section 444 of the Education Act 1996, where unauthorised leave is taken. A penalty notice is currently £120 per parent per child, if paid within 28 days, with a reduction to £60 per parent per child if paid within 21 days. Failure to pay the penalty notice within the timescales may result in legal action being taken by the local authority.

There is no right of appeal against a penalty notice and a parent can either accept and pay the notice or decline payment.

If the penalty notice is not paid in full by the end of the 28 day period, the local authority must either prosecute under section 444 of the Education Act 1996 or withdraw the notice. Where a penalty notice is withdrawn the recipient will be informed in writing.

If a prosecution is brought and the parent/carer is found guilty and convicted for an offence under section 444(1) of the Education Act 1996, they may be liable to a fine of up to £1000.

If your child is absent for 20 consecutive school days, the school has the authority to remove them from the school's roll. You would need to re-apply for a school place via Peterborough City Council.

# Attendance Bands

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**Above**

**96%**

## **Band 1**

**Gold / Silver / Bronze**

If your child attends the school over 96% of the time, they will receive positive recognition, rewards and the best opportunity to maximise their potential.

**Below**

**93%**

## **Band 2**

If your child's attendance falls into this band you will receive a letter advising you of your child's attendance. If you have any concerns, you should contact the attendance officer.

**Below**

**91%**

## **Band 3**

If your child's attendance falls into this band, you will be invited into school for an attendance meeting. During this meeting barriers to good attendance, improvement actions and possible outcomes will be discussed.

**Below**

**90%**

## **Band 4**

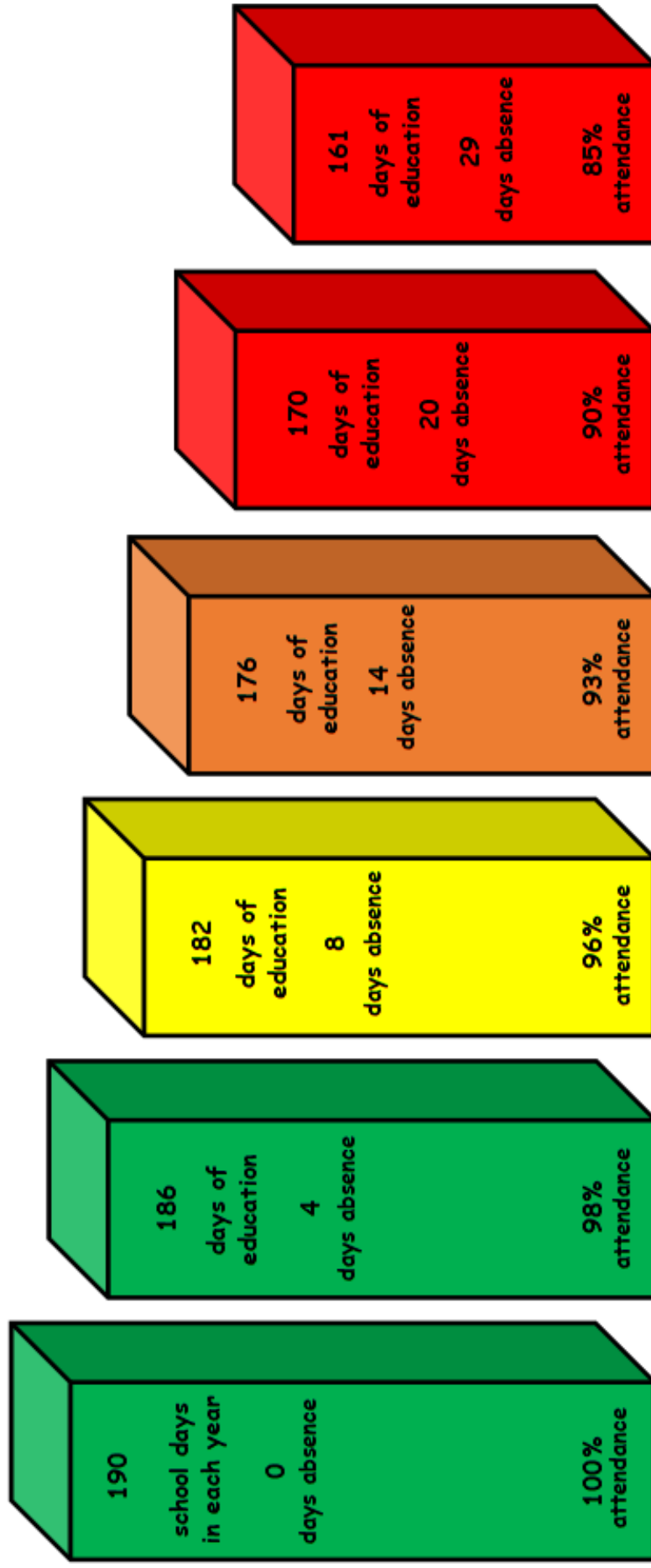
If your child's attendance falls into this band, you will receive a final warning letting and your child's attendance will be monitored. Any further absences, during the monitoring period, may result in a penalty notice from the Local Authority.

# GOOD ATTENDANCE MEANS ...

Being in school at least **98%** of the time or 186 to 190 days  
That's no more than 4 days off a year

There are 175 non-school days a year. Use this time for holidays and appointments.

There are 365 days in the calendar year.



Expected attendance

Risk of underachievement

Severe risk of underachievement