

Attendance at
Cherrywood Community Primary School



EVERY DAY COUNTS

At Cherrywood Community Primary School excellent attendance and punctuality is our aim for every child. Mrs Gabbott is our Attendance Lead and she works hard to improve the attendance of children here at Cherrywood.



Full attendance maximises learning opportunities and parents / cares have a vital role in promoting positive attitudes to good attendance.

We want to support you in achieving this.

Please get in touch with Mrs Gabbott for support or advice.

New Attendance Rules

There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise. Don't get caught out!

What are typical reasons given that won't be authorised?



Examples of unauthorised absences

A family member's birthday
Shopping for uniforms
Inadequate clothing for school
Child being used as a carer
Problems with transport

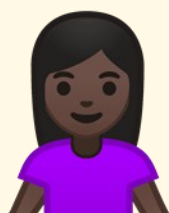
Sickness of parent or sibling
Sibling's school closed
Refusing to attend, but able to
Poor family organisation
Family holidays
No absence request completed
Non-essential appointments

Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a GP surgery is given.

I'm a parent and I want to take my child out of school for a half or full day.

Any absence must be recorded on an absence request form. The form enables us to communicate whether an absence will be authorised or unauthorised. Holiday requests during term time will not be authorised. If your child misses 5 school days due to unauthorised absence you will be issued with a penalty notice fine. **The fine is £80 per parent, per child (if you pay it in 21 days) otherwise it is £160.**

For each child a penalty notice is issued



4 children & 1 parent = £320

Doubled to £640 if not paid within 21 days



+ £80



+ £80

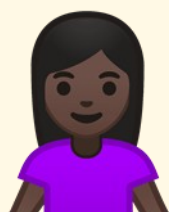


+ £80



+ £80

For a family of 2 parents & 2 children



+ £80



+ £80

£160 x 2 = £320

Doubled to £640 if not paid in 21 days

What about subsequent absences? Is it still the same penalty amount?

No, not anymore. If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence OR pattern of irregular attendance, which is unauthorised, then...

2nd TIME

2 parents and...

1 child = £320

2 children = £640

3 children = £960

4 children = £1280

**NO DISCOUNT FOR
EARLY PAYMENT**

3rd TIME

A penalty notice fine **will not** be given. Instead, your case will be taken to court. A magistrate can fine each parent £2,500 for each child.

**1 parent & 4 children = £10,000
2 parents and 4 children = £20,000**

What about irregular attendance? Could I get a penalty notice?

YES

If your child is absent (or late after registration closes) for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to consider penalty notices / prosecution.

So, half a day here and day there could all add up to 10 sessions in 10 weeks. If unauthorised, then it could lead to a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

