

ATTENDANCE NEWSLETTER

September 2023 – July 2024

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WHY ATTENDANCE IS IMPORTANT

- Excellent attendance and punctuality are important to ensure that your child achieves their full educational potential.
- Poor attendance can have a significant, negative impact on your child's social development, academic progress and future life chances.
- Pupils are expected to have an attendance level of at least 96%

EVERY DAY COUNTS!

- It is essential that children attend school regularly and that they attend on time.
- Children should arrive at school for 8.30am. The gates will be closed at 8.45am prompt.
- If you arrive at school later than this time you must sign your child in at the school office.
- **If you are collecting your child during the school day for an appointment then you must bring your child's appointment card with you when signing out for appointments.** However, please try to book appointments outside of these hours where possible.

PUNCTUALITY

- School doors open at 8.30am
- The gates will close promptly at 8.45am and if you arrive with your child after this time you will have to sign in at the office and a late mark will be given.
- If your child arrives to school after registration closes you still need to sign in at the office. You will be given a U mark that shows as being in school but will not count towards attendance. This will mean they have an unauthorised absence, which does affect attendance. This is in accordance with Local Authority Regulations and may mean that you could face the possibility of a Penalty Notice if the problem persists.

BEING ON TIME

- ...gets the day off to a good start and helps create a positive frame of mind.
- ... means your child is ready to learn
- ... helps your child make the most of their learning and sets positive patterns for the future.
- ... helps children develop a sense of responsibility both for themselves and for others.
- ... helps your child make and keep friends.
- ... improves self confidence.

REGULAR ATTENDANCE AT SCHOOL

- ... helps your child make the most of their education, improving their choices in adult life
- ... helps children and young people with their social skills as well as making and maintaining friendships
- ... helps build your child's confidence and self esteem
- ... helps to establish good routines
- ... helps your child to get good grades

WHAT HAPPENS IF ATTENDANCE DROPS BELOW 96%

If you are concerned about your child's attendance or need any help or advice, please contact school.

If your child's attendance drops below 96% or if school are concerned about your child's attendance, set procedures have been put in place by the Local Authority to help monitor this and support you in helping your child's attendance to improve. Letter's will be sent out informing you when your child's attendance is declining and at this point school are unable to authorise absences unless there are justifiable reasons. If attendance declines further, meetings may be held with you to support and offer advice where necessary. If attendance continues to decline, the Local Authority may be notified and you may then be at risk of receiving an Education Penalty Notice (fine) or prosecution. Further information can be found on the Local Authority website

www.doncaster.gov.uk/services/schools/promoting-good-attendance

What can school do to help improve attendance?

By working closely with parents/carers and in line with Local Authority's new graduated approach, our school aims to help support with any concerns you may have regarding your child's attendance and punctuality.

Good attendance is 96% and above

This is equal to 2.5 days per term OR 7.5 days per year

You will receive your child's registration certificate regularly throughout the year. This tells you what your child's current attendance is and how many absences and late marks your child has.

All absences and any late marks after our registers close each day will mean your child's attendance will drop.



What if Attendance drops below 96%?

Letters can be sent out to:

- Inform parents/carers that attendance will be monitored
- Absences may no longer be authorised unless there is a justifiable reason
- Supporting evidence will be taken into account for any absence
- Inform parents of any upcoming support meetings

Leave of Absence in Term Time

Requests for holidays cannot be authorised in line with Local Authority policies. For safeguarding reasons, holiday forms must be submitted and a confirmation of the decision will be sent to you. Holidays will be referred to the Local Authority for a Education Penalty Notice (EPN fine) to be issued

Meetings may be held to:

- Identify any concerns you may have
- Identify any support we can offer
- Help raise awareness of declining attendance
- Address any issues/patterns that have been identified as factors of poor attendance
- Identify any needs for external help from other services/professionals

Meetings will be held regularly to monitor an improvement in attendance

Education Penalty Notice (EPN) Letter

This can be sent out to parents if a child has several unauthorised absences. Attendance is monitored for 15 school days and if the pupil has an unauthorised day off during this period we can refer to the Local Authority for a fine to be issued. Multiple letters can be sent and multiple fines can be issued throughout the school year. Throughout the process, attendance will still be monitored and support meetings will still be held until such time that attendance improves.

Court Prosecution

A court prosecution could be suggested by the Local Authority instead of issuing an EPN letter, if the parent has already had one EPN letter or if the parent has already committed a previous offence. This will be issued in accordance with the Local Authority Graduated Approach guidance.

A child's voice

We may talk to your child in school should we feel it is necessary to help raise their attendance.

Attendance will still be monitored until such a time that attendance increases above 96%