

### School Attendance – What do you need to know?

Coming to school every day on time is really important. The law says it is the parent's responsibility to send your child to school every day. School have to decide if an absence is Authorised or Unauthorised and put a code on the register to show which it is.

Authorised absences are

- illness (I),
- authorised absence in exceptional circumstances (C).

Unauthorised absences are

- more than 30 minutes late (U),
- absence which has not been approved (G),
- absent without any reason or one which is not good enough to be off school (O).

Registers are taken first thing in the morning at 9.00 and after lunch. Each child has 2 register marks every day which totals 10 marks each week. Hampshire County Council says that if you have 10 unauthorised codes in a 10 week period you should be given a Penalty Notice (a fine).

#### Will I get fined?

- Yes if you take a holiday which is unauthorised for 5 days or more in a period of 10 weeks.
- If your child is getting close to having 10 unauthorised absences you will be asked to come into school and meet with Sally (Family Partnership Manager) to see how we can help. Following on from this if the absences keep happening you may be fined.
- If your child is late (up to 30 minutes) more than six times in a half term you will be asked to meet with Sally to discuss this and see how we can support you to make a change. We will make an action plan to help you improve your attendance. If your child continues to be late they will automatically be marked as Unauthorised which will start counting up towards their 10 sessions before receiving a fine.
- If you are already having support from other services and agencies we will talk to them about how we can work together to support you improving your child's attendance.
- If your child has any unauthorised absence during time that has been set aside for "formal testing" eg Year Two national assessments, Phonics testing week etc., then you will receive a fine. We always let you know when these formal testing weeks are through the newsletter.

#### Anything else..

- Both parents can be fined £60 each per child.... A week's holiday with two parents and two children could result in a fine for £240
- If parents do not pay a penalty notice fine in 21 days the fine amount doubles
- Hampshire County Council are issuing the fines it is NOT Knights Enham Nursery and Infant School.
- The school policy on attendance and further information is on our website.
- We want to help you, please talk to us with any worries or concerns about your child's attendance.