



learning, caring, preparing

Donnington Wood Infant School & Nursery

Baldwin Webb Avenue

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Headteacher :Mrs C Boddy

26th September 2022

School Attendance

Dear Parents,

At Donnington Wood Infant School & Nursery we have been working hard over the past few years in partnership with parents to improve school attendance. Many parents make sure their children attend school regularly and attendance since the start of term has been good.

The Government has renewed their emphasis on good school attendance following the disruption of the pandemic over the last two and a half years. It is vital that we work together as a school community to get every child in school every day. If your child's level of attendance falls below 93% we will inform you and look at what support can be offered to improve attendance. If attendance does not improve following support, any further unauthorised absence (children of statutory school age) may result in families being assessed for legal action or issued with a Penalty Notice .

We keep detailed and accurate records regarding pupil attendance, and we will be tracking and monitoring attendance daily. If you arrive late (after 8:45) you will need to come to the school office and sign in. We also monitor punctuality (arriving at school on time). If your child is late regularly then we will make contact with you to see how we can support getting your child to school on time.

It is vital that we are informed by telephone if your child is absent, and you must tell us the reason for their absence. We endeavour to make contact with parents on the first day that a child is absent, and no reason has been given. Absences where no reason is given will be recorded as unauthorised.

It is parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly (once they are statutory school age) without good reason is a criminal offence.

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education Act 1996. Please remember that parental illness, holidays, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence. Leave in term time will only be authorised in exceptional circumstances.

Legal action that may be taken for statutory school-age children include:

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.

- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - Magistrates can fine each parent up to £1000 per child and add costs.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - Magistrates can fine each parent up to £2,500 per child and add costs. Additionally, Magistrates may impose a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record.

We will keep the school community informed regularly through the school newsletter about attendance and punctuality. We know that you want the best for your child and will ensure that they are in school on time every day.

Please do not hesitate to contact Mrs Boddy or Mrs Butler if you have any queries or questions about school attendance.

Yours sincerely,

Mrs C Boddy