

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.



School Attendance

We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that parents play a significant part in their child's attendance and we would really appreciate your help and support ensuring that your child comes to school every day.

email - donnwood.infants@taw.org.uk

phone - 01952 386640

website - donningtonwoodinfants.co.uk

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

What YOU must do:

- Contact (telephone or email) the school before 8.45am each day of your child's absence.
- Tell the school in advance, of any medical appointments and bring in appointment cards/letters.
- If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
- Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.
- If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

- Check your child's attendance every day.
- Phone home to discuss your child's attendance with you.
- Invite you into school for attendance meetings if we are concerned.
- If we cannot establish a reason for absence, then we will record the absence as unauthorised and we may make a welfare home visit.
- keep the school community informed regularly through the school newsletter about attendance and punctuality.



Punctuality

It is really important that children arrive on time for nursery and school. Just a few minutes late can impact on learning and progress.

Doors for school are open 8:40-8:45. Registers are taken at 8:45.

If you arrive and the door is closed you must go to the school office and sign your child in. School staff will take your child to school or nursery.

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.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health-a-z/illness/child-illness/is-my-child-too-ill-for-school/) is designed to support parents in their decision making about mild illness. This information is also available through the school website on the 'Attendance' page.

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 .

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.

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