Bryn St Peter's C of E Primary School



Attendance and Punctuality Policy

'Together with God, building our future.'

Attendance and Punctuality Policy

(Autumn 2026)

To be reviewed Annually by the Attendance Officer, Headteacher & SLT

Guided by Christian values, with Jesus as our cornerstone, we set firm foundations for a life of flourishing, offering opportunities for all to develop in body, mind and spirit.

Ephesians 2:22 And in him you too are being built together to become a dwelling in which God lives by his Spirit.

We are committed to educating the whole person for life in all its fullness guided by Christian values.

We deeply value creativity and joy in learning that allows everyone to achieve and flourish.

We want everyone to feel included, accepted, loved and positively understand their value and potential in our community.

Contact details

The name and contact details of the senior leader responsible for the strategic approach to attendance in our school is:

Name Mrs Rebecca Seddon Attendance and Welfare Manager & Mr A McConnell Headteacher

Contact Details 01942 204041

Email address enquiries@admin.ashtonsaintpeters.wigan.sch.uk

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Name Mrs Nicole Rushton

Contact Details 01942 204041

Email address enquiries@admin.ashtonsaintpeters.wigan.sch.uk

The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance;

Name Mrs S Hilton or Mrs R Seddon

Contact Details 01942 204041

Email address enquiries@admin.ashtonsaintpeters.wigan.sch.uk

We are committed to ensuring that systems and processes are in place regarding promoting attendance and would encourage parents to make contact with school as soon as possible if they have any concerns about their child

Introduction and Aim

At St. Peter's C of E Primary we are dedicated to ensuring every child reaches their full potential by providing a nurturing, Christian environment where they receive the highest quality education, equipping them for a lifetime of learning.

Regular and punctual school attendance is essential to enable all pupils to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of pupils.

'It is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment' *Working Together to Improve School Attendance (Statutory guidance for maintained schools, academies, independent schools and local authorities) August 2024*

Here at St Peter's, we will do all that we can to encourage excellent attendance. We encourage all pupils to work towards a goal of 96% - 100% and have clear strategies in place to promote this. We believe that successfully treating the root cause of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work together in partnership with families. To achieve this, we follow the following principals set out in Working Together to Improve school attendance Aug 24:

Expect: we aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvements across the school.

Monitor:
We rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand:
When a pattern is spotted, we discuss this with pupils and parents to listen and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support:
We aim to remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support:
Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. This may include formalising support through the local authority Attendance Team.

Enforce:
Where all other avenues have been exhausted and support is not working or being engaged with, we will enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

The Law relating to attendance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

Regular and punctual attendance at school is essential to enable children to maximise their educational attainment, opportunities, and further development.

Relevant Legislation and Legal Background:

- Section 7 of the Education Act 1996 states that '*The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise*'.

• Section 444 (1) of the Education Act 1996 states that '*if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence*'.

• Section 576 Education Act 1996 stipulates that for the purposes of Education Law, parent includes:

- All biological parents, whether they are married or not.
- Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative.
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carers.

The Supreme Court has given its judgment on the meaning of what is meant by "attend regularly" at school for the purposes of section 444 of the Education Act 1996. The Supreme Court decided that "regularly" meant in accordance with the rules prescribed by the school" April 2017

The Law relating to Safeguarding in Education

Section 175 of the Education Act 2002. This legislation sets out duties and responsibilities for schools in regards to safeguarding children. The Act requires anyone working with children and young people to share information or concerns in relation to a child's safety and wellbeing. The roles and responsibilities of schools have also been enhanced and reinforced through publications such as Keeping Children safe in Education

Children may be at risk of harm if they do not attend school regularly. Failing to attend this school on a regular basis will be considered as a safeguarding matter.

School Procedures

Recording attendance

We will keep an attendance register and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. During both the first and second session we will record whether each pupil is:

- Present
- Attending an approved educational activity.
- Absent; or
- Unable to attend due to exceptional circumstances.

The school will follow up any absences to:

- Ascertain the reason for absence.
- Ensure the proper safeguarding action is taken.
- Identify whether the absence is approved or not.
- Identify the correct code to use before entering it on to the school's electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention, and support processes that may need to be implemented.

The register is marked using the codes as advised by the Department for Education (DfE) 'Working together to improve School Attendance Statutory guidance' for maintained schools, academies, independent schools, and local authorities Aug 2024), for further information, please visit –

Working together to improve school attendance (August 2024)

Communication between Parents/Carers and School

Communication between parents/carers and the school is extremely important as this enables us to ensure that children are supported and feel settled in school. If your child is absent, you must inform the school immediately in line with the procedure as outlined above.

As a school we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children/young people. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

In the event there is a persistent lack of engagement by parents, we may seek to secure engagement and school attendance through formal legal procedures.

Early Identification and Intervention: assess, plan, do, review.

Every pupil has a right to a full-time education and Bryn St Peter's primary school sets high attendance expectations for all pupils. We consider the individual needs of pupils and their families who have specific barriers to attendance.

For any child / young person who is absent from school, it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including class teachers, attendance, pastoral and SEND staff work in collaboration to consider and identify the holistic needs of the child/young person and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed, utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, where required.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs and will include the views of the child/young person as well as parents/carers and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child/young person is experiencing underlying emotional based needs that are contributing to non-attendance. As a school we will access appropriate guidance developed by Wigan Local Authority in respect of this: Emotionally Based School Avoidance – best practice tool. This is a whole school framework with a graduated approach to support the early identification and intervention of children/young people who may struggle to cope in school/attend school.

Information from assessments will inform a SMART (Specific, Measurable, Achievable, Realistic, Targets) action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Start Well and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child / young person's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services.

Rewards and strategies used to promote good attendance

To promote and encourage attendance above 96%

- School has a clear Attendance Strategy (See separate Attendance Strategy Document).
- All staff are aware that children's attendance is everybodies responsibility, regardless of job role in school.
- The class with the highest attendance receives a certificate at the weekly celebration assembly, this is then displayed in the attendance board in the classroom for everyone to see.

- Certificates are handed out at the end of year celebration assembly for pupils with 100% attendance.

- All class teachers are made aware of which children are Persitatntly Absent or close to PA in their own class so that they can encourage children to be in school. This information is shared fortnightly by schools Attendance Officer.

- Schools Attendance Officer and DSL meet fortnightly to analyse data for children under 93%, discuss cases and next steps.

- RED AMBER GREEN letters are sent home to parents at the end of each term. These letters are used to communicate with parents the importance of good attendance and the interventions that we use to support this. Information within the letters indicate children's percentage of attendance as follows:

Red: 90% and under
Amber: 90.1 – 95.9%
Green: 96%+

- Families are notified early of children heading towards Persistant Absence through the 'On the cusp letter.'

- Families are supported by both Level 1 and Level 2 Early Help, lead by school. For entrenched absence concerns that have seen no improvement under school support, social care or Level 3 early help support will be requested.

- Attendance that does not improve from early help will be supported by a period of Notice to Improve.

- Attendance and Punctuality Early Help meeting with parent/carers are an opportunity for open honest conversations. Various school staff work with parent/carers to devise and review action plans plans setting specific actions to support the family.

- Further details of support and celebration can be found in schools Attendance Strategy document.

Absence

Children are expected to attend school regularly, unless there is good reason for absence.
There are two types of absence:

- Authorised (where the school approves a pupil absence). This could include genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes agreed by the school.
- Unauthorised (where school will not approve the absence). This type of absence can lead to the school requesting and Education Penalty Notice or may result in a referral to the Local Authority's Attendance Team, who will consider legal proceedings.

Unauthorised Absence

An absence may be coded as 'unauthorised' if:

- no reason for absence has been given.
- reason for absence is deemed insufficient by School.
- a request for a holiday in term time has been unauthorised.
- a pupil arrives at school after registration has closed at 09.30

Parents/carers should be aware that Bryn St Peter's Primary School will contact the Local Authority if a pupil has 10 sessions of unauthorised absence in a rolling period of 10 school weeks with a view to issuing an Education Penalty

Notice or other legal action. The Education Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The penalty is £80 per parent/carer per child if paid within 21 days rising to £160 if paid within 28 days. Non-payment of the Penalty Notice may result in prosecution in the Magistrates court.

Consequences of not attending school (wigan.gov.uk)

The school has a duty to safeguard all pupils. If your child is ill or cannot attend school for any other reason, parents/carers must contact the school, on the first day of absence by telephone on 01942 204041, no later than 08:30. School can also be contacted by email if preferred at: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
If we cannot get a reason or gain contact with you, this will be marked down as an unauthorised absence and is also a safeguarding concern. In cases where we have significant safeguarding concerns, we will contact Wigan's Multi Agency Safeguarding Hub and may request an official Welfare Check from the Police.

A good and honest explanation must be offered by the parent/carer. **The Head teacher or a member of staff instructed by the Head teacher can make the decision to authorise or unauthorise an absence**. **Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken in to consideration and as a result the absence may be unauthorised.**

Medical absence
The school must be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received. Repeated absences may require us to request that you obtain medical evidence.

It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose, or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above. Please read this link for further information Is my child too ill for school? - NHS (www.nhs.uk)

If a medical absence is likely to be ongoing or long term, we will offer support in accordance with the school's and Local Authority's policies relating to children with health needs. As a school we need to plan how children can access education during periods of long-term absence and how and when the child will return to school. School will make reasonable adjustments for pupils where necessary and appropriate.

As a school we will adhere to the Local Authority policy Education of pupils with medical needs (wigan.gov.uk) This policy includes a graduated response, supporting inclusive practice across all settings to ensure children's continued links to their education provider when their health needs may impact their access to education.

We request that where possible, any dental, GP and other medical appointments are made outside of school time. If it is imperative that such an appointment must be arranged to take place in school time, we request that details of the appointment are provided to us as soon as possible.

Absence monitoring
School robustly monitors and analyses attendance data to promptly identify and address possible concerns. This allows for early interventions to support the child/family's underlying needs.

This monitoring will include:

- Weekly attendance code analysis (Attendance Lead/Headteacher and Attendance Officer)
- Weekly analysis of types of persistent absence (Attendance Lead/Headteacher and Attendance Officer)
- Specific cohort and group monitoring – particularly for vulnerable groups i.e. SEND and Disadvantaged children. (Attendance Lead/Headteacher and Attendance Officer)

Absence monitoring allows the School to use data to identify individuals who need support and to work towards reducing persistent and severe absence.

Persistent Absence (PA)

A pupil is classified as a persistent absentee if they miss 10% or more of their own possible sessions.

In response to this and to try and prevent pupils from falling into this category, the school tracks and monitors any pupils who have an attendance figure of 96% and under. Pupils are closely monitored, and appropriate interventions are made. This includes, letters, phone calls, home visits and meetings.

After all appropriate interventions have been sort alongside parents/carers and attendance remains a concern, we may refer to Wigan Council's Attendance Team and support through a period of Notice to Improve.

Punctuality

Lateness can be very disruptive both for the child who is late, and his/her peers. It impacts on both their social interaction and learning. When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

The school gates open at 08:40 with classroom doors opening at 08:45 and registration begins. The first bell to remind parents/carers/children that they should be in school and sat down in their places rings at 08:50. Children should come into school via their classroom doors. The second bell rings at 08:55 with registration closing at 09:00. All pupils should be in school at this time. The class teacher will take a register recording who is present and absent during registration. Learning will be being undertaken during the 08:45-09:00 period.

Any pupil arriving at school after 09:00 and up to 09:30 will enter through the school office accompanied by a parent/carer stating the reason for lateness. Pupils arriving during these times will be recorded in the register as 'Late' (code L). Any pupil arriving after 09:30 and up to the start of the afternoon session, without a suitable reason, will be recorded as unauthorised late (code U). This is classed as an unauthorised absence for that session.

Pupils' punctuality will be tracked by number of sessions late and monitored on a weekly basis. Any pupil who is arriving late on a regular basis will be followed up with the appropriate intervention. This could include letters, phone calls, home visits, meetings in school or referrals to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance/punctuality.

Requests for Leave of Absence and Holidays in Term Time

A Head Teacher may not grant any holiday during term time unless it is deemed that there are exceptional circumstances.

The Head Teacher will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers request a holiday/leave during term time, they must complete the relevant form available from the school office. It should be noted that if any application is declined, then school may apply to the Local Authority for an Education Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid. Please see Wigan Council Education Penalty Notice Code of Conduct Septemebr 2024 and Department for Education's national framework for penalty notices as set out in the 'Working together to improve school attendance' guidance.

Religious observance

We recognise that some pupils may need to participate in days of religious observance.

Where a day of religious observance:

- falls during school time and;

- has been exclusively set apart for religious observance by the religious body to which the pupil belongs

We ask that parents/carers notify Bryn St Peters in writing in advance where absence is required due to a religious observance.

Attendance Targets

The school sets attendance targets each year. These are agreed by the Attendance Lead, the Head teacher and the Governors during the Autumn term. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the DfE and Local Authority guidance when setting its own targets.

Our school Attendance Target for the forthcoming year:

2026/ 27 - 96%

Monitoring and review

The Governing body has a strategic responsibility to monitor attendance and they will request a termly report from the Head teacher. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of six years.

This policy will be reviewed by the governing body every year, or earlier if considered necessary.

Date effective from	September 2026
Date of next Review	September 2027
Persons responsible	Andrew McConnell Head teacher Rebecca Seddon Attendance and Welfare Manager

Appendices - Appendix 1

Attendance codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable

C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

What does 'percentage attendance' mean?

Parents/carers should be advised that the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absent' pupils (PA). The table below shows the learning time lost against percentage attendance figures.

Attendance during one school year	**Equivalent Days Missed**	**Equivalent Sessions Missed**	**Equivalent Weeks missed**	**Equivalent Lessons Missed**
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

As of May 2022, the Department for Education have categorised those pupils who have attendance of 50% and below as 'Severely Absent' pupils. The Department for Education advise for all pupils who fall within this category to have a robust multi-agency plan and approach in place to support.

Appendix 3

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

ATTENDANCE REQUIRES IMPROVEMENT

Dear Parent/Carer of,

During a routine attendance check of all children at St Peter's C of E Primary School, it was noted that your child has been absent on a number of occasions.

Between (date) and (date) your child was absent on ( ) occasions.

I am aware that you have let school know the reasons for these absences however, regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement. Good attendance enables students to keep up with the work required.

Below is guidance as to how absence impacts upon attendance each term and over the year.

Attendance Percentage	Day missed over an average school term (approximately)	Days missed over a school year (approximately)
100%	0	0
95%	3 ½	9.5
90%	6 ½	19
85%	10	28.5

I will continue to monitor your child's attendance and I look forward to seeing an improvement. If you require any support at this time, please come to school and make an appointment.

Where there is a medical issue, please ensure we have relevant doctor's notes and appointment details so we can authorise the absences. Should attendance fail to improve, we may request that you attend a meeting in school to discuss this further.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 4

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

ATTENDANCE MEETING

Dear Parent/Carer of,

I am writing to inform you that during a routine attendance check of all children at St Peter's C of E Primary School, it was highlighted that your child's attendance has dropped below the school target of 96% and is currently (insert percentage) which is starting to cause us concern.

I am sure you are aware that attendance below 90% is now classed as Persistent Absence and may result in involvement from the Local Authority.

In order to ensure that we work together to improve your child's attendance this year, I would like you to attend a meeting in school at (time and date). At this meeting we will be able to look in detail at your child's attendance pattern and agree on a way forward to ensure that we see this figure improve.

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 5

Bryn St Peter's C.E. Primary School

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

PUNCTUALITY REQUIRES IMPROVEMENT

Dear Parent/Carer of,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:40am and registration begins promptly at 8:50am.

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

The table below shows how punctuality impacts upon attendance over one full academic year.

Minutes Late per day	Days lost (over 1 full academic year)
5	3
10	6.5
15	10
20	13
30	19

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at St Peter's C of E Primary School.

Your child's punctuality is beginning to cause us concern and we look forward to seeing this improve over the coming weeks. If you require any support at this time, please come to school and ask to speak to Mrs Hilton

Should your child's punctuality fail to improve, we may request that you attend a meeting in school to discuss this further.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 6

Bryn St Peter's C.E. Primary School

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

PUNCTUALITY MEETING

Dear Parent/Carer of,

During a weekly register check I have noted your child has arrived late on a number of occasions.

The school doors open at 8:45am and registration begins promptly at 8:50am.

Between (date) and (date) your child arrived late on ( ) occasions.

When a child arrives late, they miss out on essential instructions given at the beginning of the lesson, this can significantly reduce achievement, regardless of their academic ability.

We understand that a child may be late as a 'one off' but persistent lateness is not acceptable at St Peter's C of E Primary School.

We are concerned that your child's punctuality has fallen below our school's minimum expectation. I would like to discuss this with you in more detail. Please can we meet in school on (date, time).

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 7

Bryn St Peter's C.E. Primary School

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

INVITATION TO EARLY HELP

Dear Parent/Carer of,

I would like to invite you to an Early Help meeting.

The purpose of this meeting is to complete an Early Help Assessment, identify any support you may need and devise an Action Plan focussed around your child's needs.

If it is identified that you require a more targeted service, we will call a Team Around the Child meeting (TAC) and invite the appropriate agency to contribute towards meeting your child's needs.

Please come to school on (insert time date).

It is most important that you attend this meeting, however, if this time or date is not suitable, please ring school to rearrange a more convenient time.

Yours sincerely,

Mrs R Seddon

Attendance and Welfare Manager

Appendix 8

Dear Parents and Carers,

IMPORTANT CHANGES TO THE LAW REGARDING PENALTY NOTICES FOR UNAUTHORISED ABSENCE FROM SCHOOL

A new National Framework for Penalty Notices for school absence, including unauthorised holiday absence, is being introduced following changes to the law. These new Government regulations will come into effect from 19 August 2024, and we wanted to bring this to your attention now, as it will affect when penalty notices are issued in Wigan.

In line with the Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk), Wigan Council will prioritise the 'support first' approach expecting that support will have been offered to families in cases where it is appropriate, and parents/carers are encouraged to communicate with the school should any support be required to improve attendance.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

What are the changes?

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.
2. The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.
3. There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
4. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
5. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

We would like to thank parents and carers for their support in making sure that children do not miss any learning time.

Yours sincerely,

Catherine Pealing
Assistant Director – Education



FAQs

If I have already booked a holiday for next year, could I receive a penalty fine at the new higher rate?

Yes, if the absence has not been authorised by the Head Teacher of your child's school. Remember, only a Head Teacher can agree whether an absence can be authorised in exceptional circumstances.

Who can be issued with a penalty notice?

- **Each parent can receive a fine for each child who has had unauthorised absence from school.**
- **In education law, anyone who lives with a child and who has day-to-day care of the child is also considered to be a parent whether they are the biological parent or not. For example, this will**

  include step-parents and partners.

  Do the new rules only apply to holidays during term time?

• No, it applies to all unauthorised absence from school including holidays. Unauthorised absence includes other absence that has not been agreed such as truancy, arriving late after the register has closed and failing to provide reasons for absence.

How do I request for my child to have leave granted during term time?

• You must submit an Absence Request form at least 20 days before the proposed absence. It will be for your child's Head Teacher to decide as to whether there are exceptional circumstances that will allow them to grant the time off. Do not assume that the absence will be granted until you have received confirmation from the school.

Do the 10 sessions of unauthorised absence have to be taken all at the same time before a penalty fine is issued to the parent/carer?

• No, a penalty fine can be issued for any combination of absences over a 10-week rolling period. They can be consecutive or non-consecutive and can span over two terms.

What happens if I am issued with a penalty fine and I don't pay it?

• Unauthorised absence from school is an offence under s444 of the Education Act 1996. A penalty fine is an opportunity for you to settle out of court. If you don't take this opportunity, you can be prosecuted for the offence of failing to ensure your child's regular attendance.

What should I do if I am worried about my child's attendance?

• In the first instance you should contact your child's school and ask for advice on how they can support you to improve the situation.

Appendix 9

Bryn St Peter's C.E. Primary School

Together with God, building our future

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

Dear Parent/Carer,

At Bryn St Peter's Primary School, we work hard to ensure that every child reaches their full educational and social potential. Despite the challenges we have faced over the last few years, we continue to strive for high levels of attendance as evidence shows that poor attendance is very closely linked to poor attainment. In order to ensure that everyone understands the importance of good attendance, please refer to the back of this letter where you will find a copy of your child's attendance certificate. We ask for your full support, in the forthcoming academic year, in preventing your child from falling below the school's target of 96%.

The table below is colour coded into a RED/AMBER/GREEN monitoring system and an explanation is given for each category. Please use the table to check which category your child falls into and the possible implications. Where attendance falls into the Amber or Red category, we will be looking for an improvement during the autumn term (unless there is a specific medical reason or your child has a confirmed case of COVID, which we fully understand).

Category	Attendance	Explanation
GREEN	96% and above.	Your child's attendance is not cause for concern. Your child should be making good progress. Your child's attendance should be celebrated and rewarded.
AMBER	90.1 – 95.9%.	Your child is being closely monitored; you may be contacted by the school and asked to attend a supportive meeting. An Early Help Plan may be put into place. You should take steps to reduce any future absence.
RED	90% and under.	Your child is now in the Persistent Absence category and attendance is concerning. School will meet with parents/carers. Education Penalty Notice, referral to the Local Authority Family Help Team or Attendance Team is possible.

In order for your child to achieve an expected attendance percentage of at least 96%, they should have no more than 8 days absence in any school year. We understand that occasionally it may be necessary for children to be absent from school but sometimes parents can be unaware of how 'odd days/sessions of absence' can add up to a significant amount of time/learning missed. Hopefully, by sending you a copy of your child's attendance certificate each term, we are helping you to monitor your child's attendance over the year and giving you the opportunity to respond accordingly.

At Bryn St Peter's Primary School, we want the best for your child and as school attendance is very closely linked to attainment, we ask for your support in ensuring your child is in school every day, on time and ready to learn.

We would like to remind you that the school gates are opened from 8:40am and registration begins at 8:50am.

Please contact school on 01942 204041, if you wish to discuss the contents of this letter in more detail.

Thank you for your continued support.

Yours sincerely,

Mrs R.Seddon

Attendance Officer On behalf of Mr A McConnell Headteacher

Leave/Holiday in Term Time request form

Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form **does not** mean your request has been approved. Completing the form ensures that school knows the whereabouts of each child during term time.
- The Education (Pupil Registration) Regulations 2024 states that headteachers may not grant any leave of absence during term time.
- If your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

Exceptional Circumstances: In considering whether any 'exceptional circumstances' apply, the Headteacher will consider if the reasons are **rare**, **significant**, **unavoidable,** and **short**. The Headteacher will also take into consideration the factors listed below:

- can the event for which the absence requested can be reasonably taken during school holidays?
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil

Downall Green Road, Ashton-in-Makerfield, Wigan WN4 0DL
Tel: (01942) 204041
Email: enquiries@admin.ashtonsaintpeters.wigan.sch.uk
Headteacher: Mr A McConnell

REQUEST FOR TERM-TIME LEAVE OF ABSENCE

I wish to request a term-time leave of absence for my child

Child's name	Class

from _____ to _____ inclusive

The Exceptional Reasons for this request are:

It is important for us to know where your child is and to be assured of their safety, so we greatly appreciate you informing us if they will be absent from school.

Please note: In line with current regulations, head teachers are only permitted to authorise leave of absence during term time in exceptional circumstances. The DfE generally does not consider holidays or other absences for leisure and recreation to be exceptional circumstances.

Signature
(Parent/Carer) ..... Date .....

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

Useful Links Section

This policy links to the following school policies:

- Safeguarding policy
- Behaviour policy

Other guidance/policies:

- Keeping Children Safe in Education DfE

- Mental Health Issues affecting a pupils attendance guidance for schools DfE

- Working together to improve school attendance (19 August 2024 DfE)

- Children Missing in Education Wigan Council

- Consequences of not attending school (wigan.gov.uk)