



Attendance Matters



at Morven Park

A guide for parents/carers

What is the law around attendance?

As a parent/carer, you are legally responsible for ensuring that your child attends school regularly and punctually.

Good school habits are best started early. Children learn from those around them and you as parents/carers set the standards and expectations for your child. By showing your child the importance of attending school every day it not only helps them to settle quickly when starting school but also helps them to keep and maintain friendships and enjoy school.

Morven Park Primary School ...

is committed to providing the best possible education for your child. We believe that children can only benefit from this through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all pupils and will make sure that any problems are identified and resolved. This will be achieved by school staff, pupils, parents, carers and external agencies all working together as a team.

How can you help? ...

- ✓ Ensure your child attends school regularly and that they arrive on time.
- ✓ Contact the school office as early as possible on the first morning of your child's absence. The school telephone number is (01623) 459395, please leave a message on the answerphone.
- ✓ Arrange medical appointments outside of school time. We accept that for hospital appointments this may not be possible.
- ✓ Take family holidays outside of term time, ie, there are 13 weeks each year which are outside term time.
- ✓ Help your child to prepare for the school day by ensuring they have done their homework and they have everything they need for the day ahead, reading journal, PE kit etc.

Our basic expectation for each child is at least

96% Attendance

Holidays during term time

Unauthorised leave of absence of 5 days (10 sessions) over a 6 week period for the purpose of a family holiday may lead to a request to the Local Authority to issue a Penalty Notice. Penalty Notices may be issued to each parent for each child to whom unauthorised absence applies. A Penalty Notice fine is £160 if paid within 28 days (reduced to £80 if paid within 21 days). Penalty Notices may be issued for children of legal school age only. Where a fine remains unpaid the matter may be enforced at the Magistrates Court. The local authority will not issue more than two penalty notices per calendar year to any person taking more than two periods of unauthorised absence. Where further absences occur or where the authority deem it appropriate, enforcement may be dealt with directly by the court.

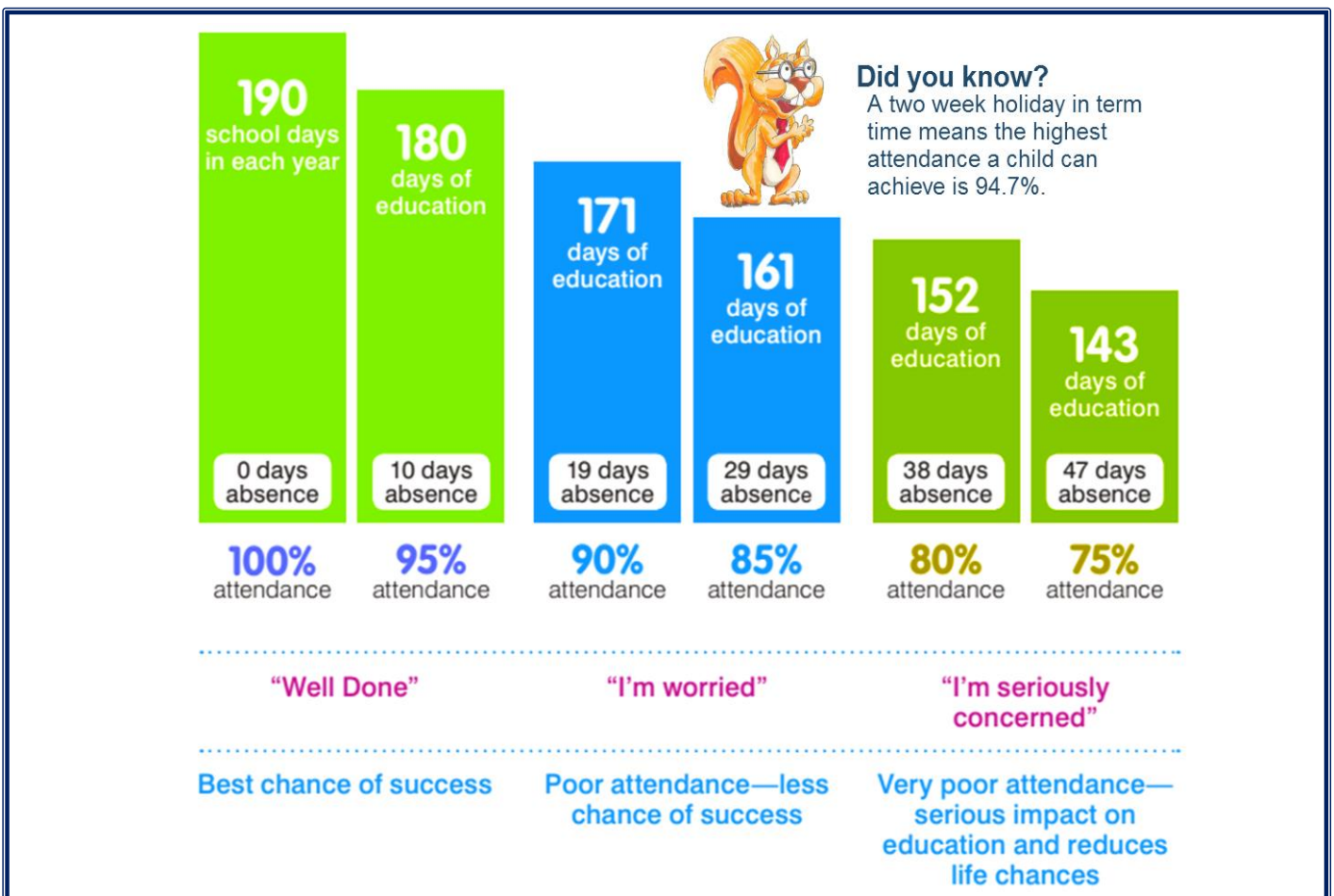
Examples of absences which school is **unlikely** to authorise can include:

- Shopping trip
- School uniform hasn't been washed
- Problems with transport
- Family holiday
- Child has had a late night
- Day off for a birthday
- Parent or other family member ill
- Bad weather

The law states that you can only allow your child to miss school if either:

- they are too ill to go in
- you have advance permission from the school

As a parent you may think you can give your child permission to be at home, however, you cannot. The only person who can give permission for a child to be absent from school is the Head Teacher.



Rewarding Good Attendance

Rewarding good attendance is important and we do this in a number of ways:

- ✓ Certificates are awarded to pupils who have achieved excellent attendance during each term. Two children are selected from a prize draw to receive a gift voucher.
- ✓ Each week we have an inter-class competition for the highest attendance. At the end of the year the class with the highest attendance receive a reward trip.
- ✓ Children with excellent attendance throughout the whole school year are recognised and presented with an attendance certificate and a gift voucher.
- ✓ Certificates are awarded each term to F1 (Nursery) children who have excellent attendance. A prize draw also takes place to win an Attendance Ted.

Remember....

We're here to support you and your child. We understand the difficulties parents/carers can face and are here to support and work with you. If you have any concerns about your child's attendance please do not hesitate to talk to their class teacher.



School Hours

If your child arrives after 8.50am, please sign in at the school office where they will receive their attendance and dinner marks.

FS2 and KS1	~ 8.50am – 3.20pm
KS2	~ 8.50am – 3.30pm
FS1 Morning Nursery	~ 8.50am – 11.50am
FS1 Afternoon Nursery	~ 12.40pm – 3.40pm
FS1 30 hour entitlement	
Monday - Thursday	~ 8.50am – 3.40pm
Friday (half day funded)	~ 8.50am – 11.50am or 12.40pm – 3.40pm

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