

## How much is a Penalty Notice?

The penalty is payable **Per Parent / Per Child**.

**£120** if paid within 28 days, reduced to

**£60** if paid within 21 days

To avoid prosecution the penalty must be paid within 28 days and is reduced if paid within 21 days.

## What happens if I don't pay a Penalty Notice?

If payment is not received within 28 days of the notice being issued, the local authority is required to begin proceedings in the Magistrates Court for the original offence of unauthorised absence by your child.

This could result in a fine of up to £1000, and/or a Parenting Orders, Community Sentences or other sanction.

### Contact Details

Head Teacher:

Ms Helen Faulkner

Tel: 0117 903 1466

Email: [st.werburghs.p@bristol-schools.uk](mailto:st.werburghs.p@bristol-schools.uk)

Website: [www.stwerburghsprimary.com](http://www.stwerburghsprimary.com)

### Education Welfare Services

Penalty Notice Coordinator: 0117 3521439

EWS general office: 0117 3521438

Email: [educationpenaltynotices@bristol.gov.uk](mailto:educationpenaltynotices@bristol.gov.uk)

# WHY ATTENDANCE MATTERS: WHAT YOU NEED TO KNOW

## ST WERBURGH'S PRIMARY SCHOOL



*TOGETHER TOWARDS EXCELLENCE*

## Attendance Matters

At St Werburgh's Primary School we are committed to providing all of our pupils with a full-time education which maximises opportunities for every pupil to realise their full potential. We do our best to provide a welcoming, caring environment, whereby each member of the school community feels secure and at home.

It is important for us all to improve attendance at our school, which then improves the overall school experience for all our pupils. Our target for this academic year is to achieve 96% attendance.

### Why attend every day?

Good attendance gives your child the best opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an **unavoidable** cause. Evidence shows there is a clear link between a pupil's attendance and their success.

Missing school damages pupils' learning, disrupts routines for themselves and their classmates, and can make them feel isolated from their peers.

Pupils should never miss school for reasons such as holidays, birthdays, tiredness, mild illness or to care for a family member.

The Education Welfare Service monitors our attendance. They become involved when any child's attendance is 90% or below, for any reason.

### Punctuality

The school day starts at 8.50am on Willow site (KS2) and finishes at 3.20pm. The school day starts at 8.45am on Silver Birch (KS1) and finishes at 3.15pm.

All children need to be outside their classroom doors and ready to go in at these start times so that they don't miss valuable learning time.

Gates are open before this, from 8.40am .

Lateness, when the first session is missed, is marked as unauthorised absence.

## What if my child is ill?

If your child is feeling under the weather or has a mild illness they can still come to school. Staff at school are able to administer paracetamol (Calpol) if needed during the day and will inform you should they deteriorate and need to be collected.

Children are often missing valuable learning opportunities due to mild illness.

If you are unsure if you should send your child to school, please phone and ask we are happy to help you make that decision.

### What if I want to take my child on holiday?

Holiday during term time is not allowed. Permission for any planned absence from school must be sought from the Head Teacher and Governing Body.

A request must be made in writing, explaining the intended absence, circumstances for the absence and the length of the absence.

A maximum of 2 days authorisation for an exceptional circumstance may be given.

Exceptional circumstances include:

- Bereavement
- Spending time with a terminally ill parent /sibling
- To attend a close family funeral
- Close family wedding
- Religious observance

Please see the school attendance policy for further details. This can be found on the school's website under school information then policies or ask at the school office for a copy.

## Penalty Notices

### What is a Penalty Notice?

Parents/carers commit an offence if a child doesn't attend school regularly and the absence has not been authorised by the school. In these cases the school may issue a Penalty Notice to be paid within 28 days. If payment is not made within this time, you may face the possibility of prosecution.

St Werburgh's Primary School has been advised to join the majority of other schools in Bristol and request Penalty Notices.

### When will a Penalty Notice be used?

Examples of unauthorised absences that may trigger a Penalty Notice being issued include:

- Holiday during term time
- A pupil accruing 8 or more unauthorised absences in a 10 week period. This may be 8 half days or 4 full days, consecutively OR non-consecutively

If a child arrives after 9.30am and misses registration then the whole morning session is recorded as an unauthorised absence.

If it is **unavoidable** for your child to attend a dentist, doctors or hospital appointment please make sure your child comes to school before and after the appointment. If they are here for morning and afternoon registration then they will still get their attendance mark. Please produce the appointment card/letter as proof of absence.

If the school authorises your child's absence in advance, or otherwise accepts your explanation for an absence, the absence is an authorised absence. All other absence is unauthorised.