



# Important Notice

## Reminder of Attendance Procedures

07 July 2017

Dear Parents/Carers,

Monks Orchard Primary School is committed to ensuring that all children embrace and achieve their potential by developing a school where children feel safe and valued.

A positive attendance and punctuality culture is best achieved when parents/carers, the school, the Local Authority and children work in partnership.

Our Educational Welfare Officer is Ms S Chase. She is at the school on Wednesdays and can be contacted on **07710 265681** or via email at [schase@teamewo.com](mailto:schase@teamewo.com)

Children are **expected** to attend school for the full 190 days of the academic year, unless there is a good reason for absence.

1. Authorised Absence – is where the school approves pupil absence
2. Unauthorised Absence – is where the school do not approve absence

### Absences

Parents and carers are expected to report absences on the first and subsequent days your child is not attending school.

### Medical Evidence

If your child has had 3 separate incidents of illness during the academic year, it will be necessary to provide medical evidence e.g. medical certificate, appointment card etc. All parents/ carers **MUST** provide medical evidence for all absences and where your child has a medical appointment. This can be a letter, text or appointment card.



### Term Time Leave/ Holidays

It is clear that term time leave has a significant detrimental impact on attendance and the individual learning outcomes for individual children.



The Governing Body at Monks Orchard is clear that it will not authorise applications for term time leave except in exceptional circumstances. The application forms are available from the office.

Unauthorised leave during term time may be subject to a fixed \*penalty notice warning or fixed penalty notice fine.

### Persistent Non-Attendances

Persistent non-attendance which is unauthorised could be prohibited by law and may result in a fixed penalty\* notice in accordance the local authority protocol.

### Penalty Fines

\*Penalty fines are **£60** and further court costs could be imposed. Failure to pay fines with the 28 days from the date of the letter means that the fine will increase to **£120**. If this is not paid within 42 days court action will be taken which will incur costs in excess of **£1,000**. These charges are payable by the parents/ carers.



Please note that the Education Welfare Officer is here to support you and will make every effort to work in partnership with you to make plans and solutions to improve and sustain your child's attendance.

Guy Fairbairn  
Head Teacher