



# School Attendance and the Law

## Missing school adds up!

### LEARNING MISSED IN ONE SCHOOL YEAR

100% Attendance	0 days of learning missed	Best chance of success!
95% Attendance	= 9.5 days 2 weeks of leaning missed	Poor attendance will impact on learning.
90% Attendance	= 19 days 4 weeks of learning missed	Very poor attendance. You are at risk of prosecution!



## Worried about school attendance?

**Can We Help?** If you are worried or feel there is a problem with your child's attendance come and talk to our Attendance Manager, Lynn Wilson, who can provide support. Alternatively please attend one of our monthly drop-in sessions.

**Attendance Matters!** Children who attend school every day make better progress and achieve more than those who miss some days or weeks in a



### LATENESS ADDS UP!

Being 15 minutes late every day will add up to TWO WEEKS of school missed every year! Oversleeping and missing your bus is not an excuse—YOU COULD BE FINED £60.

### Celebrating 100% Excellent Attendance

Each student is awarded a medal for 100% attendance:

Bronze medal	- for 1 Term
Silver medal	- for 2 Terms
Gold medal	- for 3 Terms (year)

Every week the class with the highest attendance receives a blue rosette and the class with the highest punctuality receives a yellow rosette.

Every rosette won gets entered into a prize draw each term and the winning class receives a reward trip.

The Education Act of 1996 states that it is the responsibility of the parent or guardian to ensure that all children between the ages of 5 and 16 years attend school on a regular basis **AND** on time.

**Failure to do this may end up in YOU being fined and taken to Court.**

It is your responsibility to let the school know if your child is going to be absent. Please telephone the school office at 02075119414, with a message on the first day of absence. Alternatively you can email [lynn.wilson@ellenwilkinson.newham.sch.uk](mailto:lynn.wilson@ellenwilkinson.newham.sch.uk)

### BUT REMEMBER!

The **ONLY** acceptable reasons for non-attendance are:

- Illnesses or emergency appointments (proof will be required)

### Holidays & Routine Appointments

Changes in the law mean that Head Teachers no longer have discretion to allow pupils to take holidays in term time.

**Please do not** take your children out of school for holidays. Any medical appointments should be made outside of school hours unless it is an emergency.

### Did You know?

If your child's attendance is 80%, this means

- 1 day Every week
- 6 days EVERY half term
- 12 days EVERY term
- 36 days Every year
- 180 days in five year...

...That's nearly **ONE WHOLE SCHOOL YEAR!**

Time missed at school can lead to gaps in knowledge that become difficult to fill.

As a parent/carer it is **YOUR** legal duty to ensure your child attends school every day and on time.

**GET YOUR CHILD OFF TO A GOOD START  
BE 100% HERE, BE PUNCTUAL AND BE SMART!**

## The Borough's View: PERSISTENT ABSENCE IN NEWHAM IS UNACCEPTABLY HIGH

Good school attendance enables children to feel confident and happy about the school work and activities that they participate in.

As a parent you can support your child to enjoy school life to the full by ensuring they attend school every day **AND** on time.

Government guidelines say that Attendance should be at least **96%**

## BOROUGH ACTION

Newham council is taking a stand to improve school attendance.

From 25th February 2013 you can be fined £60 by Newham Council for taking term-time holidays, for poor school attendance and other non-attendance issues.

If this fine is not paid in 21 days, the fine will rise to £120 per parent.

If no payment is made, **YOU** could face court action.

## HOLIDAYS

Holidays **CANNOT BE TAKEN** during term time. If you feel you have an exceptional circumstance, please complete a form and address it to the Head-teacher. Forms are available on the website or from the school office.

Ellen Wilkinson Primary School  
Tollgate Road  
London E6 5UP  
02075119414  
info@ellenwilkinson.newham.sch.uk

## LONDON BOROUGH OF NEWHAM Code of Conduct for the issuing of Penalty Notices Revised September 2013 in accordance with The Education (Penalty Notices) (ENGLAND) (Amendment Regulations 2013)

### Purpose of the Code

Regular school attendance is essential if the children of Newham are to achieve better outcomes in education and improve life chances. Parents and carers of school age children are required by law to ensure that their children attend school and the Local Authority has a duty to take action against those who do not ensure their children are receiving a suitable education.

### Penalty Notices are issued when:

- Parents fail to ensure their children attend school and attendance is below 90% for an identified period of time with no acceptable reason. **(September 2015)**
- Parenting contracts are not complied with and parents refuse, or fail, to attend a school
- Parents refuse to sign a contract offering support when attendance is persistently below 90%. **(September 2015)**
- Term time holiday is taken.
- Term time leave is taken during SATs and examination periods.
- Unwarranted delay returning from an extended holiday.
- Persistent late arrival after the registers have closed.

### Who can be issued with a Penalty Notice?

- All natural parents, whether they are married or not.
- Any person who has parental responsibility for a child.
- Any person who has care of a child and with whom the child lives.

## Amount of Penalty and Payment Arrangements

The penalty for each parent is £60 for each child if paid within 21 days of the receipt of the notice. The penalty rises to £120 if paid after 21 days but within 28 days of the receipt of the notice. Arrangements for payment are detailed on the Penalty Notice.

If a penalty is not paid in full by the end of the 28 day period, London Borough of Newham will either prosecute for irregular school attendance or withdraw the notice. (see following)

There is no statutory right of appeal against the issuing of a Penalty Notice. A Penalty Notice can only be withdrawn either:

- Where no offence has been committed
- Where it has been issued to the wrong person

## Unacceptable Reasons for Absence

- Shopping
- Birthday treats and trips
- Non-urgent medical and dental appointments
- To visit relatives they have not seen for a while

When Absence falls below 96%

If your child's attendance is below 96%, medical evidence must be provided to show urgency of the visit.

Fifteen unauthorised absences will result in a Penalty Notice and £60 fine.

Parents and carers will receive formal warning letters to advise you are at risk of breaching these regulations. PLEASE DO NOT IGNORE THESE LETTERS!