

## Important points to remember:

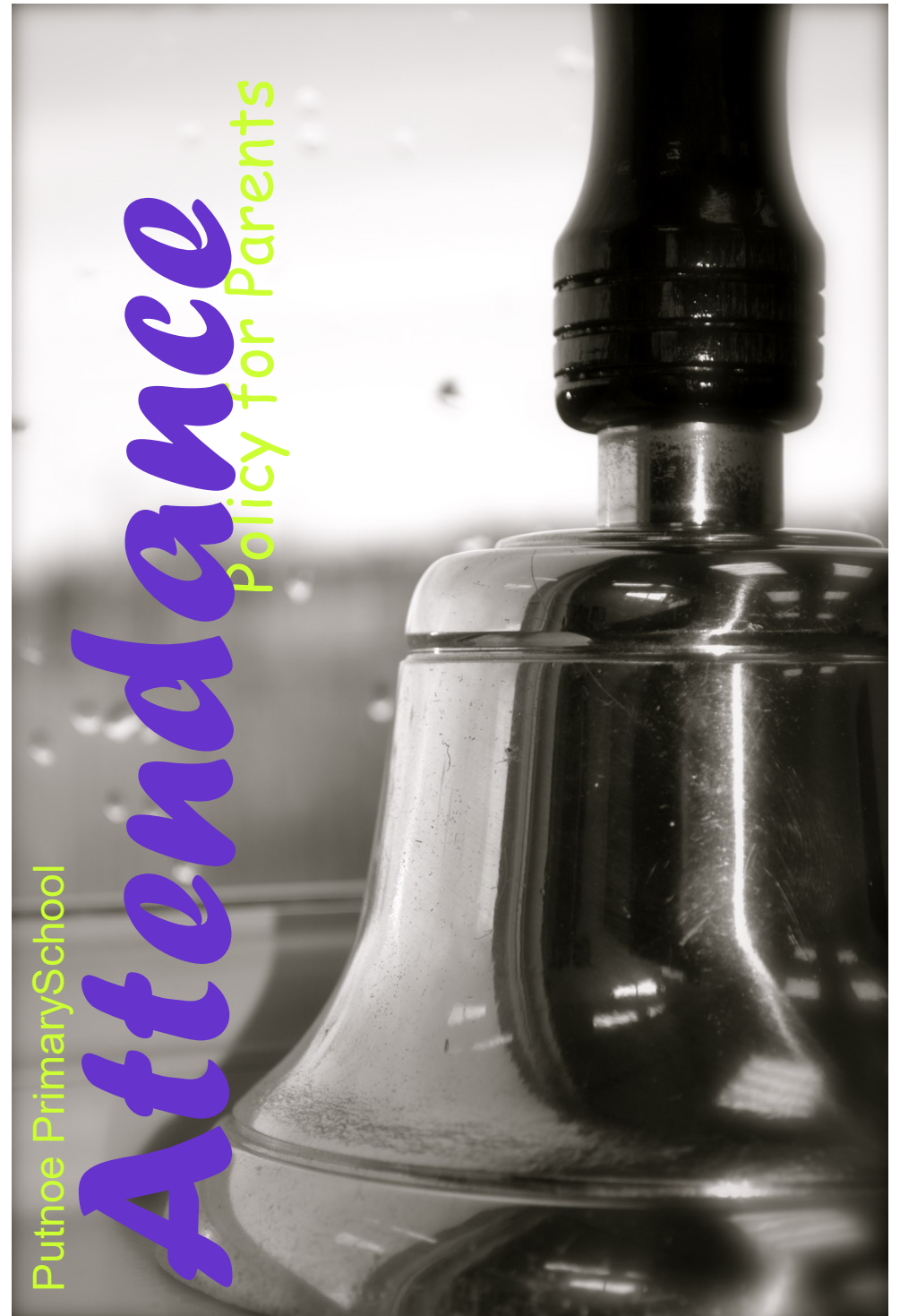
Attend school every  
day

Arrive on time

Ring each day if  
absent

No holidays in term  
time

Call 01234 303400



## Your child should come to school every day

- Receiving a good full time education is the best possible start in life for your child
- Excellent attendance and punctuality is encouraged and rewarded from 4+ onwards.
- If your child **has** to miss school you must inform the school **as soon as possible** on the **FIRST** day of any absence and each day afterwards
- **\* Doors open at 8.50am and children have 10 minutes to reach their classrooms and get seated and settled before learning begins at 9am prompt.**
- **Medical appointments should be made outside school hours where possible and the school notified in advance with proof. If possible, children should attend school before and after the appointment.**

Our **Attendance Officer Samira Rashid** monitors attendance and will liaise closely with parents who need support and advice. Please approach her if you need help with attendance issues. Her email is [attendance@putnoeprimary.co.uk](mailto:attendance@putnoeprimary.co.uk)

## The Law, Penalty Notices and Fines

- Parents of children between 5 and 16 years are legally bound to ensure regular attendance of that child
- Fixed Penalty Notices (FPNs) can be issued to parents whose children have had unauthorised absences of 5 days or more over a 12 week period and who have not co-operated with the Education Welfare Service. This includes unauthorised holidays during term time and children picked up on Truancy Patrols. The fine attached to a Penalty Notice is **£60** per parent if paid within 28 days, rising to **£120** after that.

## Holidays During Term Time

- As of 1st September 2013 schools **cannot** authorise any leave of absence in term time without exceptional reasons. Even 1 or 2 days absence can impact negatively on learning. Please only take holidays in school holidays.

### \*Covid 19

Start times are staggered until further notice  
Reception, years 5 and 6 8.40am  
Years 1 and 2 8.50am, and Years 3 and 4 9am.  
Please see our website for procedures re covid symptoms, isolating time off school [www.putnoeprimaryschool.co.uk](http://www.putnoeprimaryschool.co.uk)

## Unauthorised absences

Children are not allowed to be absent from school for the following-

- Going shopping
- Birthdays
- Day trips
- Looking after brothers and sisters
- Very minor illness

## Persistent Absence

Each half - term the Education Welfare Officer (EWO) inspects the registers and looks at the attendance of Persistent Absentees, those children who have less than 90% attendance and those heading towards 90%. We expect all children to achieve at least 96%.

## Lateness

Children should arrive at their start time. Children miss vital information at the start of the first lesson if they arrive late making it difficult to catch up.

A *late* mark will be given 10 minutes after their start time and if your child arrives after 9.20am an *absent late* mark is given which is an unauthorised absence.

## Partnership

If you have any concerns about your child's attendance please let us know. We will do our best to help. Regular communication between school and parents is essential so that any problems can be quickly identified. Mrs Banyard will meet with parents prior to their child's admission if poor attendance is identified at the previous school.

The suggestions of parents and children about how to encourage good attendance are always welcome.

