

Attendance a Guide for Parents

Why good attendance matters –

At Warren Primary Academy, our core values of community, compassion, creativity and commitment underpin everything we do. We provide a safe, inclusive environment with clear routines and strong, caring relationships. We have high aspirations for every child, supported by a rich curriculum that prioritises both powerful knowledge and wellbeing.

Good attendance and punctuality are essential, as missing school means missing key learning and opportunities to be part of our community. We are committed to working with parents and carers to ensure every child attends every day, on time, and thrives.

The school day:

	Pupil start time	Pupil end time
School gates open at 8.40 for 8.50 start		
Nursery AM	8.40 am	11.40 am
Nursery PM	12.15 pm	3.15 pm
Reception – Year 6	8.40 am	3.15 pm

Absence

If your child is going to be absent :

- Parents should contact the school office on 0115 9153760 as soon as possible so that the reason for absence is known and can be recorded in the register correctly.
- If the absence continues, parents should contact the office each day unless a longer period of absence has already been communicated and agreed.
- If we do not hear why a child is absent by 9.00 am, the school office will begin to make contact with parents/carers to find the reason for a child's absence. This might result in a home visit as attendance is a safeguarding matter.
- Medical evidence may be requested for absences over 3 days or if your child is PA

Persistent Absence and Irregular Attendance

Penalty notice fines will now be considered when there have been 10 sessions of unauthorised absences in a 10 week period. This is equivalent to 5 days of unauthorised absence in a 10 week period.

Holidays in term time

The school will not authorise any term time holidays. Any application for a holiday is likely to result in a fine unless there are exceptional circumstances. The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Fines

The following changes will come into force for Penalty Notice fines issued after 19th August 2024. Penalty Notice fines will be issued to each parent, for each child that was absent.

- The first time a Penalty Notice is issued for Term Time leave or irregular attendance is £160 per parent, per child if paid within 28 days This is reduced to £80 per parent, per child if paid within 21 days
- The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days
- The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Support Available

- Where a pattern of absence is emerging, school will talk to you and offer further support and guidance.
- If attendance continues to be an issue we will work in partnership with you the carer/parent and the Local Authority to identify any barriers before any escalation to legal intervention.

