



Squirrel Hayes First School  
 Springfield Road  
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 ST8 7DF  
 Headteacher: Mrs. E. J. Pickford  
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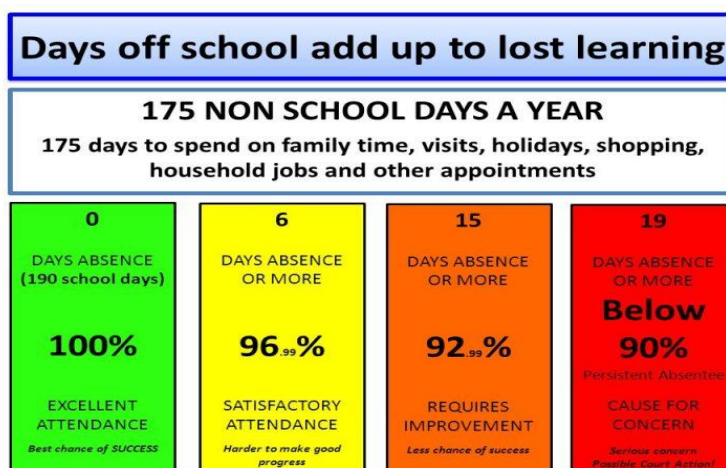
20<sup>th</sup> September 2024



## Attendance and Punctuality Newsletter

### Why school attendance and punctuality are important.

Being in school is important to your child’s achievement, wellbeing, and wider development. Evidence shows that pupils with the highest attendance throughout their time in school gain the best GCSE and A Level results.



### Help and support

School staff are committed to working with Parents/Carers to ensure any problems are dealt with straight away in order for pupils to feel happy and safe and achieve to the best of their ability. If parents have any concerns relating to attendance or lateness that they wish to discuss, please contact Mrs. Oakes (Home-School-Links-Worker).

To support the school in our commitment to improve school attendance and punctuality, we have employed an independent Education Welfare Service – VIP Education who will provide advice and guidance to the school, parents, and pupils. If you wish to discuss any concerns, please contact the school office who will provide you with their contact number.

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**





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**LATE ARRIVAL AT SCHOOL**



When your child arrives late at school, he/ she misses the teacher's instructions and the induction to the lesson. Your child may also feel embarrassed at having to enter the classroom late.

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 Minutes	3.4 Days
10 Minutes	6.9 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

**Frequent lateness can add up to a considerable amount of learning lost, and can seriously disadvantage your child.**

**Attendance and punctuality reminders**

**Reporting absence**

Please contact the school office by 10am on the first morning of each absence. If no reason is provided the absence will be unauthorised on the attendance register.

**Medical appointments**

We expect Parents/Carers to make medical and dental appointments for their children before or after school or during the school holidays whenever possible. If this is not possible, confirmation of the appointment will be required prior to authorising the absence. If no evidence is provided, the absence will be unauthorised.

Children are expected to attend school prior to the appointment and Parents/Carers are expected to return their children to school following the appointment. If your child does not attend school before or after the appointment the absence will be unauthorised.

**Holidays**

Pupils have 13 weeks holiday each academic year. Family holidays should be avoided during term time.

**Arriving on time**

School starts at 08.45am and ends at 3.15pm  
 The morning register is taken at 9am. Registration closes at 09.10am. Pupils arriving to school after this time will receive an unauthorised absence on the attendance register. The register in the afternoon is taken at 1:00pm. Registration closes after 1:20pm. If you child arrives in the afternoon after the register closes then it will be recorded as an unauthorised absence.

**News Laws and Guidance**

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The new laws and guidance that were introduced on the 19<sup>th</sup> August 2024 have been designed to maintain high levels of school attendance and ensure that every child receives the full benefit of the education on offer. The new regulations emphasize the importance of regular attendance and outline the responsibilities of parents, schools, and local authorities in supporting this goal.

### Key Changes:

- **New two penalty notice limit in a three-year period:**
  - The three-year rolling period starts for Parents/Carers when the first penalty notice is issued after the 19<sup>th</sup> August 2024.
  - The **first penalty notice** for leave in term time issued will increase to £160 per parent/carer per child but can be reduced to £80 if paid within 21 days.
  - If a **second penalty notice** is issued within three years of the first penalty notice, then this will be fixed at £160 per child per Parent/Carer with no reduction for an early payment.
  - **A third penalty notice cannot be issued** within the three-year period; therefore, the County Council will **deal with any further unauthorised leave through prosecution in the Magistrates Court**. If a Parent/carer is found guilty, the potential fine is up to £1,000.
  - **Fines for Holidays During Term Time:** Holidays during term time will not be authorised except in exceptional circumstances. Fines may be issued for holidays taken without authorisation.
  - **If a Parent/Carer books a holiday now to take place after the 19<sup>th</sup> August 2024, they will be dealt with in line with when the actual unauthorised leave takes place not when the holiday was booked.**
  - **National threshold for issuing penalty notice:** The new National Threshold for issuing penalty notices has been set at 10 sessions (5 days of school) of unauthorised absence in a rolling period of 10 school weeks. **Please note that if the Local Authority believes a penalty notice would be appropriate, one can be issued for less than 5 days and before the threshold is met.** E.g. Parents/Carers are deliberately avoiding the national threshold by taking several term time holidays below the threshold, or for repeated absence for birthdays or other family events.

### Attendance policy

Further information on our school's attendance procedures can be found on our website:

<https://www.squirrelhayes.staffs.sch.uk/page/?title=Attendance&pid=33>

Yours sincerely,  
 Mrs E. J. Pickford (Headteacher) & Team

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