



THE PRIORY SCHOOL

D O R K I N G

ATTENDANCE LEAFLET



“Education is the most powerful weapon which we can use to change the World”

Nelson Mandela



Being at school is a very important part of children’s lives. It enables them to learn, make friends, gain important knowledge and develop a variety of skills to prepare them for adult life.

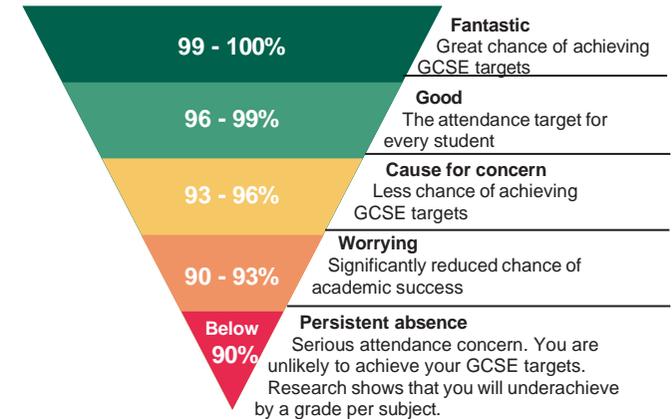
School and parents/carers are partners in making this a success. As parents or carers, it is your legal responsibility to make sure your child makes the most of this opportunity by attending regularly and aiming for at least 96% attendance.

Support

If you are concerned about your child’s attendance please contact their Tutor, Head of Year or Mrs Knight (Attendance)

How attendance affects grades

Attendance Triangle



At the Priory School we consider
GOOD
attendance to be over 96%

A student whose attendance is 93% or below is
at serious risk of underachievement.

This is 13 days absence in the whole school year.

Punctuality

All students should be in lessons by 8:55am. When your child arrives late to school, they will miss the teacher's instructions and the introduction to the lesson. Your child may also feel embarrassed at having to enter the classroom late. Punctuality is important for children to start the day off well.

Being late will result in an immediate break detention on the same day.

There are 185 days in our school year which leaves 180 days to spend on family time, shopping, appointments and other things.

If a student has 18 days leave (either authorised or unauthorised) in a school year, their attendance will only be

90%

This would classify them as a persistently absent student

What should I do if my child is absent?

By law, school must record absences and the reason given.

If your child is going to be absent, this must be reported to us **by 8.30am via [Edulink](#)**. If you are not able to use Edulink, call us on 01306 878 784.

If no reason is recorded, your child will receive an unauthorised mark which would then be used as evidence for a fixed penalty notice.

Attendance Procedures

- ▶ We do not authorise absences without a good reason
- ▶ We will try to contact you if your child is absent and we have not heard from you
- ▶ We monitor attendance carefully and may contact you if your child's attendance drops below 96%
- ▶ If attendance issues continue you may be required to provide medical evidence before we will authorise further absences.
- ▶ If all other measures fail to lead to an improvement in attendance, we will refer to the Inclusion Service and this may lead to legal action being instigated.

Your legal responsibility

If your child does not attend school regularly (over 90%), the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at a Magistrate's Court.

What is a fixed penalty notice?

The Anti-Social Behaviour Act 2003 introduced legislation for local authorities to issue Fixed Penalty Notice Fines to parents/carers of pupils who have unauthorised absences from school.

A Penalty Notice fine can be issued for two reasons:

- 1) If a holiday is taken during term time without the permission of the Headteacher
- 2) If a student has unauthorised absence from school and their parent/carer fails to co-operate with school staff and/or other professionals to improve the situation.

What are the fines?

£80 per parent/carer per child if paid within 21 days which will escalate to £160 if paid within 21-28 days. If the penalty notice is not paid within 28 days, a summons can be issued by the Local Authority to appear in the Magistrates Court.

The Local Authority can decide whether to issue a summons to Magistrates' Court instead of a Penalty Notice Fine.