



Sylvester Primary Academy

Attendance & Punctuality Newsletter



October 2024

Welcome back! We hope all our children had a wonderful summer break.

At Sylvester Primary Academy, good school attendance is an important part of giving children the best possible start in life. We try our best to support each child to thrive and reach their full potential. The aim should be to attend school **96%-100% of the time**.

Our school **whole** school weekly attendance goal is: **96%**.

Important Information



SCHOOL TIMES

Gate Opens: 8:40am

Gate Closes: 8:50am

School Ends: 3.15pm

Children will be marked **LATE** if they come into school **after 8.50am**

All parents and carers are responsible in ensuring their child arrives to school, on time, each day.

We expect parents to call school at the earliest possible convenience, if their child is to be absent from school.

Polite Reminder

Please **DO NOT** contact through dojo if your child is absent from school, as the message may not be read/passed onto the attendance team, as teachers are busy teaching. Please call school 0151 477 8320-option 1 (voicemails are accepted)

Should school NOT hear from parents/carers, the attendance team will carry out first day response calls and home visits.

There must be evidence provided should a child need to leave school for a medical/dental appointment. Please try to be make appointments at the end of the school day, where possible.

Should your child be feeling unwell and you are unsure of whether to bring them into school, please take a look at the guidance via this link:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)



NEW DFE GUIDANCE FOR PARENTS

Penalty notices for unauthorised absence from school are increasing from £120 to **£160** per child, per parent. The amount will be reduced to £80 if paid within 21 days.

A parent may be issued with a penalty notice if their child's absence is unauthorised, and they miss 10 sessions within a rolling period of 10 weeks. Ten sessions are usually the same as 5 school days. The 10 weeks may span different terms or school years. For example, two unauthorised absences in the summer term and eight unauthorised absences in the autumn term.

The changes apply to any unauthorised absence taken from the start of the new academic year. For example, a holiday in term time which has a start date after the 19 August 2024.

If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the penalty notice will be charged at the higher rate of £160. There is no option for this second offence to be discharged at the lower rate of £80.

The Government has set a national limit of two penalty notices that can be issued to a parent for the same child within a rolling 3-year period.

If the national limit of two penalty notices has been met, or exceeded, the local authority must consider the use of another tool to improve attendance. For example, prosecution or another attendance legal intervention.



MAKE EVERY DAY COUNT

UNAUTHORISED ABSENCES REMINDER

This is when school has **NOT** allowed absences because reasons are not acceptable for example:

- Taking whole days off school for AM or PM medical appointment
- Holidays- Holidays are NOT authorised during term time
- Minor illnesses or frequent absence due to minor illness, unless supported with medical note.
- Birthdays/ day trips /shopping
- Feeling tired / nausea

Please **NOTE**:

If your child is absent for any of these reasons they will be marked as unauthorised until they return to school. The attendance team will also carry out home visits, if school do not hear from parents on each day of absence.

Should your child receive **5 days** of unauthorised absence within a 10 weeks period, you will be liable for an Education Penalty Notice and be fined £160 per adult, per child.

Please see attached links for more details:

www.gov.uk/government/publications knowlsey.gov.uk/attendance



PUNCTUALITY

Please remember, arriving late to school can be very disruptive for your child as it effects their social and emotional well-being as well as making it awkward when they arrive to class late and see the they have missed part of their lesson.

ATTENDANCE MATTERS



EVERY SCHOOL DAY COUNTS!

Every school day counts **BUT every minute is equally important!**

ATTENDANCE CHAMPIONS!

We will celebrate our weekly attendance through our new 'Attendance Champions' incentive. We will take a photograph of the winning class, who can then display their achievement on their class door each week.

The overall winning class for each half term will then get their chance to spin the 'Attendance Winning Wheel' prizes have been chosen by the children, who voted in school. The class prizes consist of Ice cream Party, Chocolate Fountain, Pizza Party, Cake/biscuit decorating, Slime Party and a 'Mystery Prize!'



Who will be our next winners , 'To Perfect Attendance and Beyond?'

You have got to be **IN to WIN!**