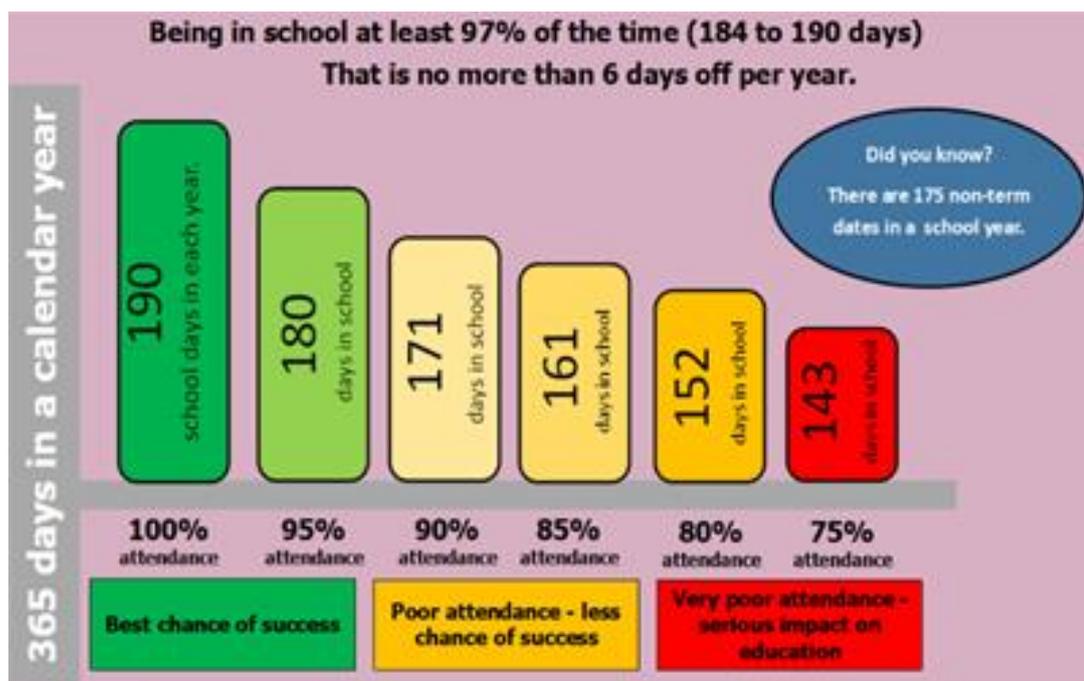




## Guidance for Absence and Lateness

Dear Parents and Carers,

The Orchard Lea Federation is committed to working together to support the improvement of children's attendance and punctuality to school. There is a strong correlation between high attendance and high achievement as well as emotional health and positive relationships, and so we are committed to promoting good school attendance as an important part of giving children the best possible start in life. We understand that absence is sometimes inevitable, and are keen to support families experiencing particular difficulties to prevent situations where school absence may become persistent. Research shows that absence from school, for whatever reason, can disadvantage a child by creating gaps in learning, which affect a child's ability to succeed. Schools are therefore required to monitor all absence thoroughly and to share attendance data with the Local Authority. It is for these reasons that we will contact you if we have any concerns regarding your child's attendance.



Impact of poor attendance in primary schools:

Average absence of a child who achieves EXPECTED STANDARDS is 3.5%

Average absence of a child NOT achieving EXPECTED STANDARDS is 4.7%

This letter outlines Hampshire County Council's statutory Code of Conduct March 2020 to promote your child's good attendance. Although the Hampshire Code of Conduct remains unchanged, from September 2022 schools can submit a Legal Intervention Team referral once a pupil has received 10 or more unauthorised absences in a 100-session period and it can be evidenced by the school that they have been unable to resolve attendance concerns, including through the issue of a penalty notice. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

### **Holidays during term time**

**We are not, by law allowed to authorise holidays during term time.**

#### **Unplanned absence**

If for some reason your child cannot attend school on a particular day owing to illness etc then please contact the school as soon as possible using the contact details on the website.

#### **Planned absence**

If for some reason you know in advance that your child will be absent from school for any reason then please contact the school office for advice.

#### **Unexplained absence**

If your child is not present at school and we do not receive any contact from you by 9.30am then we will, in the first instance ring the parents and then work our way through the child's contact list until we get a response. This is part of our safeguarding policy and allows us to ensure that all children are safe.

#### **Persistent absence**

Fixed penalty notices will be issued to students who have 10 or more sessions of unauthorised absence in any 100 session period. 1 day -2 sessions. Parents will also be contacted by the Head of School.

The Federation aims to achieve a goal of 100% attendance. A Penalty Notice will be issued for any unauthorised absence where the pupil has been:

- Absent for 10 or more half day sessions (five school days) of unauthorised absence during any 100 possible school sessions.
- Persistently late for up to 10 sessions (five days) after the register has closed.
- Persistently late before the close of the register, but the school has met with the Parent or Carer and has clearly communicated that they will categorise as unauthorised any further lateness if, and when, the threshold of 10 sessions (five days) has been met.

To be clear, The Federation will issue penalty notices/fines for cases of unauthorised absence (which may include family holidays) where it meets the criteria above.

For more information please see the Hampshire County Council

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Or our attendance policy

If you do have any questions about your child's attendance, it is important that you talk to the school so that we are able to support you. We would much rather offer you support than give you a penalty notice, so please do come and talk to us.

Thank you for your support. Good school attendance is more important now than ever before. The children have missed so much time in school, it is vital that they attend so that we can continue to work with them to fill the academic and social gaps that they have as a result of the last two years.

Kind regards,

CHWilliams



Mrs C. Williams & Mrs C. Hawkins  
Heads of School for the Orchard Lea federation