

Lateness

School doors open at 8:45am each day. Children should arrive in plenty of time to hang up their coats, bags and be in the classroom for the **register at 8:55am.**

If your child arrives after this time they will be marked as 'late'.

Arriving late causes disruption to the whole class and embarrasses your child. Please ensure you leave home in plenty of time to arrive at school for **8:45am.**

If a child receives more than 5 late marks in a 6 week period, the Headteacher will write to you asking you to make sure your child arrives on time.

If a child receives further late marks you will receive another warning letter and it may lead to a Fixed Penalty Notice if your child's late marks exceed 10 in a 6 week period.



Fixed Penalty Notices

Penalty Notices can also be issued to each parent of a child when:

- a child is recorded as being persistently late after the register is closed
- a child has at least 20 unauthorised half day absences (10 days) within a 12 week period)

Cost of Fixed Penalty Notices:

- **£60 per parent, per child** if paid within 21 days of receipt of the notice or
- **£120 if paid after 21 days** but within 28 days of receipt of the notice
- Non Payment will trigger a prosecution for non-attendance under Section 444(1) of the Education Act 1996.



RATBY
PRIMARY SCHOOL

Attendance and Punctuality Guidance for Parents



School Starts at 8:55am
(doors open at 8:45am)
School Finishes at 3:10pm

Attendance

At Ratby Primary School

Good attendance is defined as '**above 95%**'.

As a parent you can help us by:

- Not allowing your child to be absent unless it is absolutely unavoidable
- Ringing on the first morning of absence and leaving a message
- Arranging dental and medical appointments out of school hours or during school holidays
- Keeping the school office updated by telephone if your child will be absent for additional days.

Rewarding 'good' attendance:

All pupils who achieve 100% attendance or above 95% attendance with only authorised absences will receive a certificate each term. Those with 100% attendance at the end of the year will receive a reward.



Request for Absence

From 1st September 2013, Ratby Primary School will not be able to authorise absence from school unless:

- The Head Teacher considers that there are **exceptional circumstances** relating to the application **AND**
- An application has been made in advance by the parent (*at least 4 weeks, other than in an emergency*)

If you wish to take your child out of school for any reason, including planned medical appointments please complete an '**Authorised Absence Request Form**', prior to the day(s) of absence, ideally with 4 week notice, other than in an emergency situation or illness.

Forms will be available from the main reception in school or can be downloaded from the school website.

Request for Absence

From September 2013 **no** holiday will be authorised unless the Headteacher/Chair of Governors consider the request to be an **exceptional circumstance**, such as the children of Service personnel, a family bereavement or parents who are subject to strict and non-negotiable holidays by their employers (where proof is provided by the employer).

No holidays will be authorised **unless the form has been received prior to any holiday bookings being made**. In addition, authorisation will not be given, if a child's overall attendance is below 95%, the planned absence is in the first 2 weeks of the Autumn Term or immediately prior to or during the administration of Key Stage 1 or 2 SATs

