

If Your Child is Absent from School

On the first day of absence, it is the parents' responsibility to:

1. **Contact** - the school before 09:00 by calling us on **01223 712192** or e-mail on office@brookprimary.co.uk
2. **Leave details** - in the message, tell us your **child's name**, **class** and **a reason** for the absence.
3. **Update us daily** - Keep the school informed if your child is absent for more than one day.

For more detailed information on our Attendance Policy, go to:
<https://www.brookprimary.co.uk/attendance-including-late-and-absence-procedures/>



Dfe School Attendance Guidance

Any questions or support needed in maintaining our attendance and punctuality goals, please feel free to contact us.

Histon and Impington Brook Primary School,
The Green, Histon
Cambridgeshire CB24 9JA
01223 712192

1. All attendance is monitored regularly

If a child's attendance falls below 96%, attendance process will be implemented

2. Attendance under 90%

The parent/carer will receive the 1st Letter

3. Attendance fails to improve over a period of 4 weeks

The parent/carer will receive the 2nd Letter which includes a legal statement

4. Attendance fails to improve after receiving two letters

The parent/carer will receive a **Parent Contract Meeting** invitation letter. This meeting is to seek support which can be offered for attendance to improve.



Histon & Impington
Brook Primary School

School Attendance

A Guide for Parents and Carers

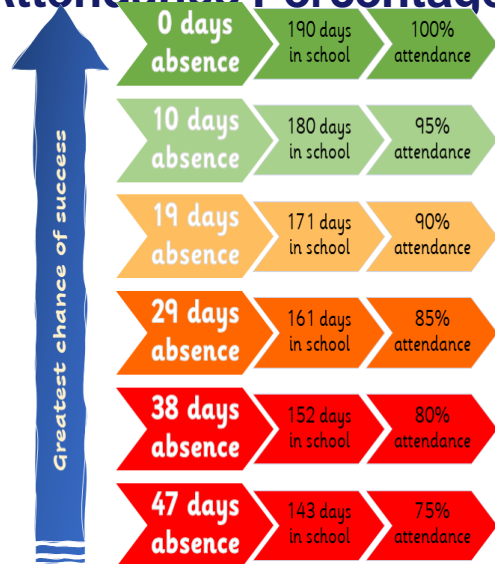
At HIBPS, we value and understand the importance of regular attendance at school. This leaflet is designed to support you in understanding our processes which are in line with the Local Authority and DfE guidance. If you have difficulty with attendance, please request a meeting with the headteacher or one of our assistant headteachers for help and advice.



School success starts
with attendance

Last updated June 2023

Attendance Percentage



Importance of high attendance (> 95%)

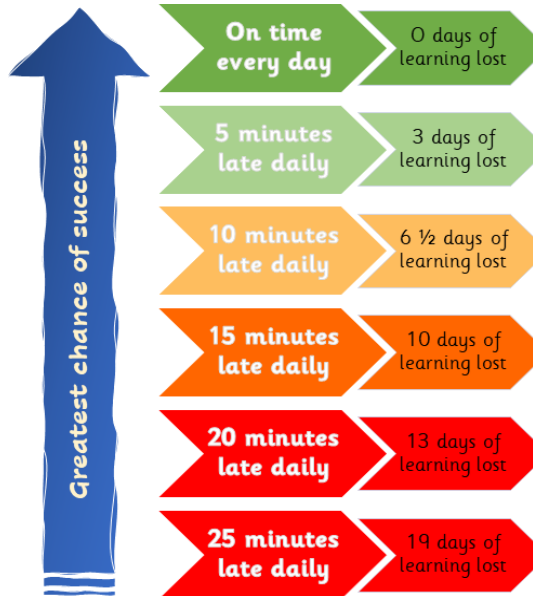
Children with **HIGH** attendance are more likely to:

- ✓ Keep up with work
- ✓ Understand the lessons
- ✓ Achieve
- ✓ Make and maintain friendships

Children with **LOW** attendance are more likely to:

- ⊗ Fall behind with work
- ⊗ Not understand lessons
- ⊗ Achieve less
- ⊗ Struggle with friendship groups

Punctuality (lateness)



Please ensure that your child arrives on time for school every day. Children need to be in school no later than 08:45.

Late arrival after 08:50: marked as 'Slightly Late' / 'L'

Late arrival after 09:05: marked as 'Late' / 'U', which is counted as "unauthorised absence"

Did you know? ...

10 MINUTES LATE EVERY DAY = 33 HOURS LOST LEARNING EACH YEAR.

1 DAY ABSENCE EVERY WEEK = 2 MONTHS LOST LEARNING EACH YEAR.

Authorised or Unauthorised Absence?

Authorised Absence is for reasons such as genuine illness, unavoidable medical or dental appointments or religious observance. Evidence is likely to be requested.

Unauthorised Absences are given for reasons the school does not consider reasonable such as: forgetting school term dates, oversleeping, arriving at school after registers close, trips or family holidays, any absence (may include medical / dental appointments) that has not been properly explained.

*According to the DfE guidance on school attendance**

Holidays

The 2013 regulation amendments make it clear that Headteachers should only authorise leave of absence in **exceptional circumstances**.

There are only 190 statutory school days in one year and 175 days (weekends and school holidays) available to use for holidays or leave.

If you need to request a leave of absence for your child/ren, this must be done at least **3 school days in advance** and you will need to complete and return a leave of absence form, supported with official documents with date and time on. Forms can be collected from the School Office.

Taking leave without permission is 'unauthorised' and the absence may be subject to a **Penalty Notice Fine** or other legal proceeding by the Local Authority. *applied to leave with more than 10 sessions (a morning absence counts as 1 session as does an afternoon).

Penalty Notice Fine

Penalty fine of £80 per parent per child if paid within 21 days. Non-payment of this fine will result in the case being listed for prosecution in the Magistrates Courts, without further warning being issued.



*According to the Cambridgeshire County Council leaflet***