



Orchard Primary and Nursery School

Head Teacher Mr R Cook

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Summary of New Orchard Primary School Attendance Policy

Following new guidelines from Nottinghamshire Local Authority we have had to make a number of key changes to the attendance policy and practices at Orchard Primary School. These changes will come into practice from the beginning of January 2019. This summary document is designed to make parents aware of the key changes, particularly Notts LA's intention to issue fines to parents where the attendance policy is breached. The full Attendance Policy can be found on our website.

We trust that by making you aware of the changes to the policy that you will be well placed to ensure that you and your family are not caught out by the changes.

Key Points

- School sessions begin at 8.45 am and 1.00 pm with the register closing at 9.00 am and 1.15 pm.
- Pupils who arrive at school in the morning after 8.45 am but before 9.00 am will have to be marked in the register as late.
- Pupils who arrive at school after 9.00 am when the register has closed have to be marked as a half day unauthorised absence, unless there are exceptional circumstances.
- Where a parent does not make school aware of the reason for a child's absence it has to be marked as unauthorised.
- Headteachers must not grant leave of absence during term time apart from in the most exceptional of circumstances.
- Parents must complete a 'leave of absence' form, available from office, if they feel that a planned absence is exceptional.
- A written response will be sent to parents stating whether or not leave of absence has been granted and for how many days.
- From January 2019 Nottinghamshire Local Authority **will pursue** cases of poor attendance through the courts.
- **A fine is triggered** when a child misses **more than six half day unauthorised absences** over a rolling six week period.
- The fine, if paid within 21 days will be **£60 per child** or will rise to £120 if not paid within this period.
- If a child is late for school more than six times during a rolling six week period we will write to parents to request a meeting to discuss the issue.

Thank you in anticipation of your support in this matter. We know that the vast majority of our children have a very positive punctuality and attendance record. We want to make all parents very aware of these new Notts LA regulations so that hopefully nobody is fined and that the vast majority of our children continue to attend school with great levels of punctuality and attendance.

If there is any aspect of this summary or of the whole school Attendance Policy (found on the school website) that you do not understand please speak to either Mr Cook or Mrs Butler (School Attendance Lead) and we will do our best to clarify the situation for you.

Rob Cook
Head Teacher

Cheryl Butler
Attendance Lead

