

Warlingham Village Primary School

Attendance Newsletter

Autumn 2024



Welcome to our first attendance newsletter!

As part of our commitment to providing children with the best possible education, experiences and outcomes, we monitor children's attendance on a weekly basis.

Excellent attendance is essential for children to get the most out of their school experiences, including their attainment and wellbeing.

We are here to support you and your child in achieving the best attendance possible and will contact you if we have concerns about your child's attendance. Remember you can contact us for support too: office@warlinghamvillage.org Tel: 01883622747

Punctuality-Every minute counts!

Registers are taken at 8:45am.

If a child is not present at this time they will be marked as 'late'.

The register closes at 9am. After 9am an unauthorised absence mark will be recorded.



Absence Reporting

If you don't report an absence it will automatically be recorded as 'unauthorised'.

Please call the school office or email before the start of the school day. Give a reason for the absence including symptoms if they are ill.

Remember there are two registration sessions in a school day. So if your child feels better you can send them back later in the day. Every lesson counts!

0 days off in a year 0 lessons missed	100%
2 days off in a year 10 lessons missed	99%
5 days off in a year 25 lessons missed	97%
10 days off in a year 50 lessons missed	95%
14 days off in a year 70 lessons missed	93%
20 days off in a year 100 lessons missed	90%

Please see the next page for the summary for Penalty Notice Fines to ensure you fully understand what might meet the threshold.

Remember a 'session' is a morning or afternoon so 10 sessions is equal to 5 days of absence.

The government recommends that attendance over 96% is considered to be good attendance.

That is less than 10 days off a year.

Penalty Notice Fines for School Attendance

With the introduction of the new National Framework for Penalty Notices, the following changes are now in force in Surrey.

Per Parent, Per Child

Penalty Notice Fines will be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

In this example the fine could be £960.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be: £160 per parent, per child, paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be: £160 per parent, per child, paid within 28 days. There is no reduction for paying within 21 days.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

10 sessions (am & pm) of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10 week period.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and Surrey County Council will consider a prosecution under section 444 Education Act 1996.