

Bishop Bridgeman CE Primary School

ATTENDANCE MATTERS

ADVICE FOR PARENTS AND CARERS

THE LAW

You as a parent/carer are responsible for:

- Ensuring your child receive full-time education
- Ensuring they attend school regularly.

As a parent/carer you are committing an offence if you fail to make sure your child attends school regularly. Failure to do so may put you at risk of being issued with a Penalty Notice or being taken to court, and your child being taken off roll.

The Local Authority may decide to prosecute parents where their child's absence is unauthorised by the school.

If this happens:

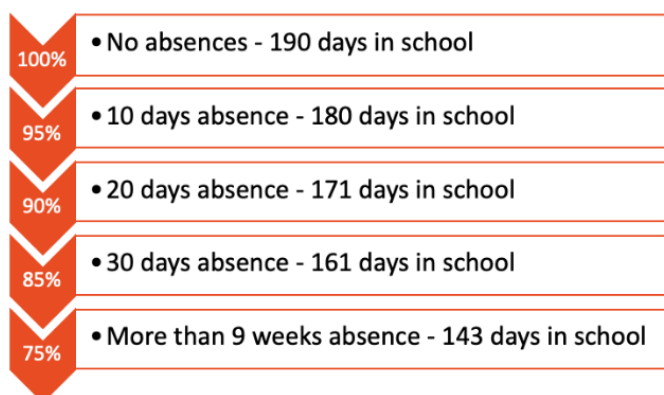
- Parents can be fined up to £2,000 or imprisoned for failing to ensure that their child attends school regularly.
- A magistrate can also impose a Parenting Order which means that the parent has to attend a counselling and guidance programme.
- A Penalty Notice of £60 may be issued by the Local Authority as an alternative to prosecution. This amount rises to £120 if unpaid after 21 days but before 28 days. Failure to pay will normally lead to prosecution

TERM TIME HOLIDAYS

The law says that parents do not have the right to take their child out of school for holidays during term time.

If you feel there are exceptional circumstances why your child needs to be absent from school, you should apply, in advance, by writing to the Headteacher explaining clearly the reason for the leave of absence and the dates your child will be away from school.

If the school refuses your request and you still take your child out of school, then this will be recorded as unauthorised absence and a note will be made on your child's school attendance record. You may also receive Penalty Notice for the period of absence and/or lose the place in school.



Headteacher

Mr. Mike Lonsdale

Bishop Brigeman CE Primary School

ITel: 01204 333466

WHAT CAN YOU DO?

Make sure your child attends school regularly and arrive on time too! If your child is late it could be counted as an unauthorised absence.

If your child is not coming into school you must, as soon as you can on the first day of absence:

- telephone the school or
- send a note, or
- visit school to notify the office staff why your child is absent and when they will be back in school.
- Send a note into school when they go back into school.

The reasons your child should not be kept off school include:

- looking after brothers and sisters
- parental illness
- to visit relatives
- to go on shopping trips
- birthdays
- for holidays during term time including long weekends.



Here you can see our attendance response ladder:

This sets out the clear steps and procedures that we will follow as a school, in conjunction with parents, to ensure attendance at Bishop Bridgeman is the best it can possibly be.

If you have any concerns or problems that we can help with then please contact the school office and we will endeavour to work with you however we can.

Remember - attendance matters!



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