

## Attendance at Britannia Bridge Primary School

It is important that your child attends school, for the whole of each term, as absence during term time could be detrimental to your child's progress.

If your child is absent from school for any unavoidable reason such as sickness, we ask parents/carers to contact the School Office **before 9.30am**.

If your child has an appointment during the school day or will arrive late due to an early morning appointment, please notify the class teacher or the School Office **the day before**, if possible. We **need to see proof of the appointment and would appreciate it if appointments were made outside of school hours**.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment.

**On 1<sup>st</sup> September 2013, the Education (Pupil Registration (England) (amendment) Regulations 2013 came into force, changing the rules about term time holidays. This means that the Headteacher cannot authorise the original 10 days absence.**

The amendments specify that Headteachers may not grant any leave of absence, during term time, unless they consider there to be 'exceptional circumstances' for doing so.

If you need to ask for time out of school, please ask at the School Office for a Holiday Request Form.

I regret Headteachers are no longer able to authorise a leave of absence for family holidays taken in term time.

Your child's attendance will be monitored on a weekly, monthly, and termly basis. If your child's attendance is **below 90%** or there are **persistent late arrivals**, then you will receive a warning letter and an invitation to come into school and talk about how we can help you improve your child's attendance/lateness.

Failure to comply and improve your child's attendance will result in an Education Penalty Notice prosecution from the local Authority.

Yours sincerely

*C. Pidgeon-Duncalf*

Mrs C Pidgeon-Duncalf  
Headteacher



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Headteacher: Mrs C Pidgeon-Duncalf



**Britannia Bridge**  
Primary School



STRIVE TO BE ON TIME  
**EVERY  
MINUTE  
COUNTS**



MINUTES LATE	IMPACT ON YOUR ATTENDANCE IN A YEAR
5 MINUTES A DAY =	3.4 days 98.4% attendance
10 MINUTES A DAY =	6.9 days 97.6% attendance
15 MINUTES A DAY =	10.3 days 94.6% attendance
20 MINUTES A DAY =	13.8 days 92.9% attendance
30 MINUTES A DAY =	20.7 days 89.2% attendance



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**What your child's attendance really means**

<b>100% - 98% - Outstanding Attendance</b>	<b>No holiday requests will be authorised. Authorised holidays are only given in exceptional circumstances.</b>
<b>97.99% - 95% - Good Attendance</b>	<b>No holiday requests will be authorised. Authorised holidays are only given in exceptional circumstances.</b>
<b>94.99% - 94% - Average Attendance</b>	<b>No holiday requests will be authorised. Authorised holidays are only given in exceptional circumstances.</b>
<b>93.99% - 90% - Below Average Attendance</b>	<b>No holiday request will be authorised and school will closely be monitoring your child's attendance and making contact with parents.</b>
<b>90% - 85% - Poor Attendance</b> <b>Now classed as a Persistent Absentee</b>	<b>Local Authority and Attendance Lead will make contact with parents regarding their child's attendance. Your child's attendance will be closely monitored. An Educational Penalty Notice (EPN) may be issued if attendance does not improve. NO absences from school will be authorised. Failure to work with school, will lead to an Early Help being started/</b>
<b>Under 50%</b> <b>Now classed as a Severe Persistent Absentee</b>	<b>Local Authority intervention and Early Help instigated and at potential risk of Education Penalty Notice being imposed.</b>



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