

High Littleton C. of E. Primary School, High Littleton, Bristol BS39 6HF

Part of the Midsomer Norton Schools Partnership

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Head Teacher: Mr Gareth Griffith

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Dear Parents/Carers,

As we settle into term 1, I would like to remind parents of the expectations regarding punctuality and attendance.

The bell rings at 8:50am your child should be in the classroom and ready to learn when the bell rings. Children can enter the school from 8:40am, and it is suggested that you arrive in plenty of time to allow for parking, and so that your child can organise their belongings and prepare for the day.

If a child arrives after 8:50am, they will enter via the office, where they will be marked as Late. Poor punctuality at the beginning of the day has a real impact on learning.

If a child arrives late after the register has closed at 9.20am, this is recorded as an unauthorised late and you may be liable for a fine from BANES.

If you have recently visited our website, you may have noticed the new Trust Campaign 'Attendance Matters'.

Why getting to school on time, every day, matters.

From the first day of term to the last, the small moments in a school day make a real difference to your child. Attendance counts. We believe that face-to-face education is important in helping pupils to fulfil their potential. During school time we believe pupils should be in class with their teachers and peers and enjoying all the benefits that brings.

Parents or carers of a child have a legal responsibility to ensure their child receives a suitable education. This is usually achieved through regular attendance at school.



What is good attendance?

We expect outstanding attendance for all, however we do recognise that there are times when pupils will absent from school.

If attendance drops below 97% the school will contact parents immediately to put a plan in place to make improvements.

100%	Perfect - 0 days off school
99%	Excellent - 2 days off school
97%	Good - 5 days off school
95%	Slight Concern - 10 days off school
90%	Very Concerned - 20 days off school
85%	Extremely Concerned - 30 days off school

This page gives important information about attendance, as well as what to do if your child is unwell, and I encourage you to familiarise yourself with the information [here](#).


"Love each other as I have loved you" John 15:12



You will also note the updated guidance around holidays in term time. In accordance with The Education (Pupil Registration) (England) Regulations 2006 & subsequent Amendments, Trust Schools are unable to authorise any period of absence unless it is for exceptional circumstances.

From 19th August 2024, Penalty Notice fines for school attendance have changed.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE IS CHANGING



1 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 if paid within 28 days
Reduced to £80 per parent, per child if paid within 21 days.

2 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 to be paid within 28 days. No reduced rate will be offered.

The following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

3 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 the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

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

Please follow the link for the Publication that will start from 19th August 2024.
www.gov.uk/government/publications/working-together-to-improve-school-attendance

If you have any questions, please do not hesitate to contact me.

Best wishes

Gareth Griffith
Headteacher

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