

# Northwick Park Primary and Nursery Academy

Company No. 9154404

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**Headteacher: Emma Lane**

September 2023

Dear Parents/Carers

We would like to take this opportunity to remind you of all the expectations with regards to attendance and punctuality.

Whilst we appreciate that children are unwell from time to time, and that there can be exceptional circumstances for absences, we ask that you think carefully about keeping your child off school. All parents/carers have the duty to ensure that their child attends school on every day that the school is open.

Any pupils who's attendance falls below 96% will be on our 'cause for concern' list and their attendance will be monitored closely.

There is a strong connection between attendance and achievement and absences are proven to have a significant negative impact on children's education. In line with Government policy, there will now be a greater emphasis placed on attendance, with particular focus on early intervention. This means that letters will be sent, if your child's attendance is a cause for concern.

We want to work collaboratively with parents/carers to ensure the best outcomes for our children and would be appreciative of your support in this matter.

We would also like to remind you all of the following;

## **Reporting an absence**

By law, schools must report absences and the reason, therefore, you are requested to contact the school by phone or by emailing [attendanceofficer@northwickpark.essex.sch.uk](mailto:attendanceofficer@northwickpark.essex.sch.uk) on each morning of absence stating your child's name and full reason for absences due to illness. If we have concerns regarding your child's attendance and if you have been asked to provide medical evidence but failed to provide this, absences will not be authorised. An accumulation of unauthorised absences may result in a referral, requesting legal action, being made to the Local Authority.

Routine medical and dental appointments should be made outside of school hours, unless a specialist hospital appointment or a medical or dental emergency. The school must be informed in advance of such absences and a copy of the relevant paperwork/appointment letter must be sent to the school office.

## **Leave of Absence**

Headteachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. Family holidays **DO NOT** come under these criteria. All applications for leave of absence must be made in writing, at least two weeks prior to the proposed leave. If absence is unauthorised and the leave is still taken, the case will be referred to the Local Authority, who may issue a Penalty Notice of £60.00 to each parent for each child if paid within 21 days. If paid after the 21<sup>st</sup> day but before 28<sup>th</sup> the Penalty Notice raises to £120.00. If the Penalty Notice remains unpaid, the Local Authority may institute legal proceedings in the Magistrates Court.

## **Punctuality**

We expect all children in Years 2-6 to arrive on site at 8:30am (registration closes at 8:40am), Reception and Year 1 children arrive at 8:35am (registration closes at 8:45am). This is especially important so lessons can start promptly on time. Late arrivals are very disruptive, not only to your child's learning but also to other pupils and teachers. After 9:30 the registers will be closed and children arriving after this time will receive a 'U' mark meaning the whole morning has been unauthorised. Please note that an accumulation of 'U' codes can also result in a referral being made to the Local Authority. Children arriving after 8:40am/8:45am must sign in on the Inentry System at the Front Office Reception area.

This year we have planned lots of rewards to recognise children whose attendance and punctuality are consistently good.

Yours sincerely

Mrs E Lane  
Headteacher