

### HOW MUCH COULD I BE FINED IF MY CHILD MISSES SCHOOL

Schools and local authorities will try and provide support to help you improve your child's attendance first, but if this isn't effective or the absence is for unauthorised term time holiday, parents may face paying a fine.

However, under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) across a rolling period for unauthorised reasons.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

### PUBLICATION OF INFORMATION

Parents/carers, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis.

Quarterly returns are completed by the school for the DfE, who monitor all aspects of the school's progress.



**CASTLE BROMWICH  
INFANT AND  
NURSERY SCHOOL**

**ATTENDANCE  
GUIDANCE FOR  
PARENTS**

## ATTENDANCE AND PUNCTUALITY

Castle Bromwich Infant and Nursery School expect all of our children to arrive at school on time. Learning starts as soon as classrooms open at 8:40 so children arriving after that may miss vital class time and also disturb other children. Any children arriving after the gates close at 9:00am need to enter school through the main office and will receive a 'late' mark. If children arrive after 9.25am, they will receive an unauthorised absence for the session which will affect their attendance. Persistent absences and lateness can be subject to penalty notice warnings. It is the parent/carers responsibility to arrive at school on time.

## THE FACTS ABOUT ARRIVING LATE AND TARGETS FOR ATTENDANCE

The Local Authority monitor the schools attendance and the target set by them for the year is an overall attendance of 96%. We try hard to meet and, if we can, exceed our targets, by encouraging all children to attend school on time every day.



### **Attendance matters!**

**How many lessons has your child missed?**

| 96-100% | 0 – 3 Days absent    | 0- 15 Lessons missed      |
|---------|----------------------|---------------------------|
| 90-96%  | 3– 7.5 Days absent   | 15-37.5 Lessons missed    |
| 80-90%  | 7.5-14.5 Days absent | 37.5- 72.5 Lessons missed |
| 70-80%  | 14.5-22 Days absent  | 72.5-110 Lessons missed   |

## THE FACTS ABOUT MISSING SCHOOL

Good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

## ROLES AND RESPONSIBILITIES FOR ATTENDANCE

Castle Bromwich Infant school has a named senior member of staff with responsibility for attendance issues - Mrs J O'Reilly

The Headteacher and members of the senior management team regularly review attendance matters. Attendance issues are reported half termly to the Governing body. School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support with the processes. CSAWS provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

## REWARDS FOR GOOD ATTENDANCE

Regularly rewarding and celebrating good attendance is a key aspect of our approach to promoting regular attendance and reducing absence at CBINS.

**Class Attendance Race:** Every week during celebration assembly, the class with the highest attendance from each year group in Reception, Year 1 and Year 2 move forward one place on our attendance race display board. The winning classes will also earn an attendance certificate to display in their classroom. This attendance data will be shared with parents on the school website and Dojo. At the end of each half term, the class from each year group who have had the most wins in the attendance race can choose a reward for their class., extra play time, movie and popcorn or an afternoon with the board games chest.

## PROCEDURES FOR ABSENCE

If a child is absent from school, parents/carers must telephone the school office before **9 am** on the first day of absence, advising of the condition of the child and the expected length of absence (**messages about absence must not be sent direct to Teachers or on Dojo**).

If no message is received then the school will call **all contacts** in order of priority to establish the reason for absence and for safeguarding purposes. If phone calls are not answered, text messages will be sent to **all contacts**.

If parents/carers cannot be contacted the child will receive an unauthorised absence. The Headteacher has the right to challenge any parents'/carers' reasons for absence and may give an unauthorised absence. The Headteacher is entitled to ask any parent/carer to produce medical evidence (e.g. a prescription or named prescribed medication. Not over the counter medicine from the pharmacist) to validate the child's absence at any time.