



ATTENDANCE & PUNCTUALITY

DOORS OPEN & LEARNING BEGINS AT 8:45AM

Any arrival after 8:55am is marked as late and learning time is lost. Arrival after 9:25am results in a unauthorised absence mark for the morning session.

TERM TIME LEAVE

Leave during term time will **not** be authorised.

REPORTING AN UNAVOIDABLE ABSENCE

Contact St Stephen's Primary School via Telephone before 8:45am
An explanation of your child's absence must be given, this will determine whether the absence is authorised or unauthorised.

Parents must make contact with St Stephen's Primary School everyday of their child's absence. Contact with parents and home visits may be carried out.

WORKING TOGETHER

We can support your child's attendance in various ways including in school support and referrals to outside agencies.

The Education Act 1996 states:

"It is the duty of parents to secure education of children of compulsory school age by regular attendance at school."



PUPILS ARE EXPECTED TO BE IN SCHOOL 100% OF THE TIME. 190 DAYS PER ACADEMIC YEAR.



EVERY SCHOOL DAY COUNTS

HOW DAYS OFF ADD UP

DAYS ABSENT FROM SCHOOL	PERCENTAGE ATTENDANCE	MISSED LESSONS
0	100%	0
10	95%	50
19	90%	100
28	85%	150



01274 731698



office@ststephens.bradford.sch.uk





POOR SCHOOL ATTENDANCE

WARNING NOTICE/PENALTY NOTICES

When will a Penalty Notice be issued?

Bradford Council will always try to work with schools, parents or carers and pupils to improve pupil attendance, but will issue Penalty Notices where a pupil has missed at least 10 sessions (5 school days) due to unauthorised absence in the last 10 weeks. This includes late arrivals to school.

What is a Warning Notice?

Note: Warning Notices are not issued for absences due to leave taken during term time - parents or carers will receive a Penalty Notice only.

Before a Penalty Notice is issued, you will receive a written warning which will explain the extent of your child's non-attendance and the possibility of you receiving a Penalty Notice. You may receive more than one Warning Notice and Penalty Notice if you have more than one child with poor attendance. During this period, your child must **not** have any further unauthorised absences from school or a Penalty Notice will be issued.

There is no limit to the number of times a Warning Notice can be issued.

What is a Penalty Notice?

A Penalty Notice is a fine issued to parents or carers and can be either £80 per parent or carer (if the payment is made with 21 days of receipt) or £160 per parent or carer (if paid after this, but within 28 days).

Penalty Notices are issued by first class post to your home and will explain how and where to send your payment.

You must pay the whole of the amount owing in one payment - you can't pay in installments or just pay part.

What happens if I don't pay?

If you do not pay the penalty in full within 28 days of issue, Bradford Council is required to start legal proceedings against you for the original offence of failing to ensure your child attends school regularly. This may lead to a fine of up to £1000.

Payment of a Penalty Notice means that you can no longer be prosecuted for the period of time covered by the Penalty Notice. However Bradford Council will consider prosecuting you should further unauthorised absence occur.

I've received a Warning Notice and I want to avoid a Penalty Notice - What do I do?

- Make sure your child goes to school each day and arrives on time;
- If your child is ill contact the school on the first day of absence and explain the circumstances;
- If your child is away for other reasons let the school staff know, especially if you know in advance;
- Do not take holidays or leave in term time;
- Talk to your child's school about any problems with your child's attendance.

WARNING NOTICES/PENALTY NOTICES ARE ISSUED BY BRAFDORD COUNCIL NOT BY ST STEPHEN'S PRIMARY.



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