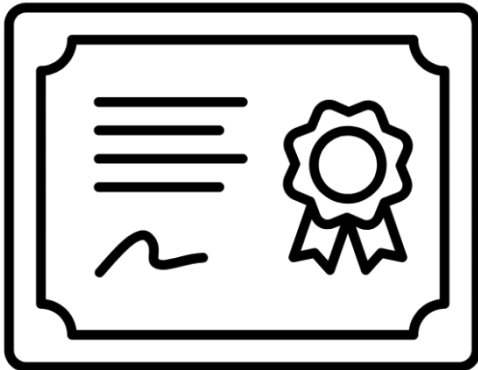


# ATTENDANCE UPDATE

LOVING, GROWING and SUCCEEDING TOGETHER



## ATTENDANCE TEAM

We have set up an Attendance team who will be meeting half-termly to analyse current data and identify how we can support children and families. The team members are Mr Rondeau, Miss Bayton, Miss Fullwood and Mrs Smith.

If you ever require support regarding attendance, please do not hesitate to get in touch with a member of the Attendance Team; we are more than happy to help.

## CERTIFICATES & AWARDS

We are keen to raise the profile of attendance and impress upon the children the importance of being in school.

As such, we will be introducing weekly attendance awards. This will start after the October Half Term and will be given to individual children and to whole classes.

They will be awarded for excellent attendance and improved attendance.

## IF YOUR CHILD IS ABSENT

We understand that, sometimes, children will be too ill to attend school. It is imperative that you contact us as soon as possible to notify us of your child's absence. You can:

- Phone: 01384 818 935
- Send a Dojo Message
- Email Mr Rondeau:  
[krondeau@stmarks.dudley.sch.uk](mailto:krondeau@stmarks.dudley.sch.uk)

We would appreciate it if you could let us know before 9.30am.



## LEAVE OF ABSENCE REQUESTS

As detailed in September, the DfE has recently issued update [statutory guidance](#) regarding attendance. There is a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice **must** be considered.

The new rules mean that, if you take your child(ren) out of school for one week's holiday, it is almost certain that a fixed penalty notice will be issued. There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued. If you go on holiday without notifying the school, we will automatically issue a fixed penalty notice. To clarify, we do not receive money from these penalty notices.

The school does all it can to work with parents and families; we are keen to ensure that absence requests does not become an issue that damages the relationship between home and school. We are therefore looking to enforce the statutory guidance and attendance policy with common sense and understanding. Candidly, the majority of Leave of Absence requests will most likely result in a fixed penalty notice. However, we will look at each case closely and, if the child has had good attendance for the previous three terms and/or there are exceptional circumstances then the request could be approved.

We are sympathetic to the cost of holidays during the school holidays and the difficult position this puts families in. Whilst the new guidance is clear, we are keen to engage with families around this matter. As such, it is essential that you complete and submit a request form; these can be collected from the school office.