



St. Peter's Cross Keys Church of England Academy

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DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Dear Parents and Careers

As we start our new school year I wanted to make you aware of the procedures and policy that school follows in regard to attendance.

Bringing your children to school everyday is not only vital for their academic success, but also in their growth socially and emotionally, allowing them to truly flourish and grow. If your child is unable to come to school please call the school office by **9am**. If you have not called we will contact you, if we are unable to get in contact with you by **10:30am** we will be conducting a routine safeguarding call to your home.

Within school we pride ourselves on making attendance a priority and have the following rewards and outcomes in place for children and classes who maintain excellent attendance:

- Each half term children who have 100% attendance for the half term will receive a 100% attendance certificate and badge
- At the end of a full term, children who have 100% attendance for the full term will receive a bronze, silver or gold certificate.
- At the end of each week, any children with 100% attendance will be entered into a draw to win a whole class prize such as whole class hot chocolates/cakes.
- Each half term the class with the best attendance will receive a class certificate and trophy.

Having holidays during school time is a huge disruption to your child in all areas of their school experience. Whilst we understand that having a time as a family is hugely important and that holidays in school time can seem to cost more, there is a system of fining that is in place. As a school we bound this, please see Appendix A for more information on fining for holidays during term time. There is criteria where the fines do not apply, for more please see the link to our school website: <https://www.stpetersfarndon.com/attendance/>

Every School Day Counts

0 days off school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Attending school every day is vital, Please see Appendix B for the procedures that are followed if your child's attendance drops below 95%.

This really is a team effort and we would like to support our school family so that your children can attend school everyday. If you are concerned in anyway about your children's attendance or need support in this area please do not hesitate to contact the school.

Thank you and kind regards

Mr Tomlinson
Headteacher



Appendix A fines for holidays during term time:

ATTENDANCE

WHAT THE NEW RULES MEAN FOR ME

1

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything. Because your child will miss 5 school days you will be given a penalty notice fine. The fine is £160 but if you pay it in 21 days it will be reduced to £80.

£160



2

FOR EVERY CHILD A PENALTY IS GIVEN.



+ £160 + £160 + £160 + £160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

IRREGULAR ATTENDANCE

10 IN 10

5

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised. The school will consider prosecution.

1 Day = 2 Sessions

3

FOR A FAMILY OF TWO PARENTS



+ £160 + £160 + £160 + £160

4 children & 2 parents = £1280

Reduced to £640 if paid in 21 days

If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...

4

2ND TIME

2 parents and 1 child = £320
2 children = 640
3 children = 960
4 children = 1280

No discount for early payment



3RD TIME

A penalty notice fine will not be given. Instead, your case will be taken to court.

A magistrate can fine each parent £2500 for each child

1 parent & 4 children = £10,000
2 parents & 4 children = £20,000

Appendix B Attendance Concerns Action Flow Chart



