



# APPLEBEE WOOD COMMUNITY SPECIALIST SCHOOL

RESPECT | BELONGING | TRUST | RESILIENCE | ASPIRATION

## Applebee Wood Community Specialist School

### Parent Guide

#### School Attendance

### Our Attendance Mission

At Applebee Wood Community Specialist School we believe good attendance is vital for a child to achieve their **full potential**.

We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together **break down any barriers** a child or family may have to accessing their education.

**Every child matters, every day matters.**

### Parental home agreement

Parents/carers AND school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

### I need support with my child's attendance

If you need support with your child's attendance, please reach out to Julie Beaghan.

[jbeaghan@applebeewood.co.uk](mailto:jbeaghan@applebeewood.co.uk)

01772 336976

07727312028

## **FAQ's**

### **What is PA?**

PA stands for 'Persistently absent'.

This is when your child's attendance is below 90%

### **What is risk of PA?**

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

Risk of PA is when your child's attendance is at risk of dropping below 90

### **Penalty Notice**

Under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) 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**. From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.

If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.

If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

### **What is an unauthorised absence?**

A child being kept off school unnecessarily or without good reason.

Term time holidays is not a justified reason to take your child out of school.

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays may result in a fine being issued from  
Lancashire County Council

**What happens if I keep my child off, and don't contact school?**

School will call home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child.

**ATTENDANCE LEAD**

**Senior Family Support Worker- Mrs Julie Beaghan**

Telephone: **01772 336976 07727312028**

E-mail: [jbeaghan@applebeewood.co.uk](mailto:jbeaghan@applebeewood.co.uk)

Website: [https:// www.applebeewood.co.uk](https://www.applebeewood.co.uk)

**Absence**

If your child is going to be absent from school- you must contact the school office to provide a reason for absence.

You can either call 01772 336976, leave a message on parent app or email Mrs Beaghan -[jbeaghan@applebeewood.co.uk](mailto:jbeaghan@applebeewood.co.uk)

**Respect, Belonging, Trust, Resilience, Aspiration**