

Aiming for Excellent Attendance

Information for Parents and Carers

Academic Year 2026-2027



At Devonshire Road Primary School, we aim to 'provide a secure and nurturing environment in which children achieve, rise to challenges, learn and grow with pride and confidence.'

The school is expected by law to provide every child of compulsory primary school age with an efficient, full-time education, suitable to their age, aptitude and any special educational need they may have.

Parents and carers have a legal responsibility to make sure their child receives that education either by attendance at school or by education otherwise than school.

We expect **parents and carers** to make sure their children attend school and realise the importance of attending school; get their children to school on time every day (register closes at 9am).

Key Timings

Doors open - 8.45am

Register closes - 9.00am

Late marks - arrivals between 9.00-9.15am
(any arrival after 9.15am will be 'unauthorised')

Lunchtimes - 1 hour (timings vary)

Home time - 3.30pm (doors open from 3.15pm)

Office for absence - 01204-333614

Why we think Excellent Attendance is important

- Being successful in life is down to good learning. Good learning and success is dependent on good attendance. Every lesson missed makes it harder for your child to understand and enjoy their learning.
- Children who attend regularly are happier in school and develop good relationships with their peers.
- Lateness damages learning and also confidence. The first 5-10 minutes of a lesson are vital. This is when a lot of the learning is explained. Children who are regularly late feel unsettled and can be unhappy.
- Lateness affects everyone, including those who arrive on time. A late arrival can break the attention of the class.
- If you are experiencing difficulties bringing your child to school on time, please ring the school so we can work with you.

How we celebrate Excellent Attendance

Class of the Week – each child in that class will receive a 'Good Attendance' pin badge

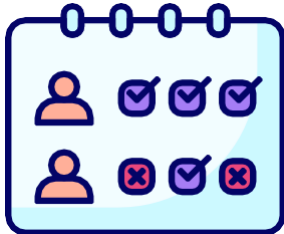
Termly Attendance Draw – at the end of each term, children with 100% attendance for that term are put into a draw for a £50 gift voucher. Children with 97% attendance and above go into a draw for a £25 gift voucher.

Exceptional Attendance Award – at the end of the academic year we take a close look at attendance of year 6 leavers; those with excellent attendance throughout their Devonshire Road Primary School life receive a prize.



Absences

Absences are only authorised for: illness; dental/medical appointments; certain dance, music and sporting exams, competitions and events, and; days of religious observance - such as one day absence for Eid.



Holidays and Extended Leave

School does not authorise leave for holidays in term time.

The DfE statutory guidance, Working Together to Improve School Attendance 2024, states that 'Generally, the Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'. Therefore, such absences will be unauthorised.

Illness

If your child is going to be absent due to illness, you MUST contact the school before 9:00am on the first day of absence. The school will make welfare calls on any subsequent days.

Please note that we can administer medicines such as antibiotics/paracetamol. This is to help children return to school more quickly after an illness.

For more complex or long term illness, school may seek medical evidence, this is to ensure that we can understand the needs of the pupil and identify the most suitable provision.

Cause for Concern

School closely monitors attendance data and will contact parents/carers when there is a pattern of absence appearing or when a child is at risk of become persistently absent (90% or less). The Senior Attendance Champion and Learning Mentor will work closely with parents/carers and outside agencies, if necessary, to identify and address any barriers to attending. They will work closely to provide support and interventions. Further information can be found in the school's Attendance Policy.

Penalty Notices

Parents and carers need to be aware that in some circumstances, the school must consider requesting the Local Authority issue a penalty notice.

A penalty notice can be issued where there are 5 or more days (10 sessions) of unauthorised attendance over a rolling 10 week period.

A penalty notice is £80 per parent/carer per child. The fine goes up to £160 if it is not paid within 21 days. For a second penalty issued to a parent/carer for the same child within a rolling 3 year period, the penalty will be charged at a higher rate of £160.

More information about penalty notices and further legal intervention can be found in the school's Attendance Policy.

School Contacts



Senior
Attendance
Champion
Mrs E Hodae



Attendance
Team
Miss L Kilshaw



Attendance
Team
Ms J Handley



Attendance
Team
Ms K Branagan

Attend Today



Achieve Tomorrow

