



Duke Street Primary School



Headteacher: Mrs S Ridley BSc QTS Telephone: 01257 239950 bursar@dukestreet-pri.lancs.sch.uk

PUNCTUALITY AND ATTENDANCE

Dear Parents/Carers

We have enjoyed meeting your children and welcoming them into school over recent weeks. Ahead of the start of the autumn term, I wanted to write to you to outline the importance that we place on punctuality and regular attendance here at Duke Street.

Punctuality: In reception, the school day starts at 8:55am. The school gate is opened at 8:45am and reception classroom doors will also open at this time. It is important that your child is present in the classroom by 8.55am to ensure they are not marked as late. The reception timetable starts straight after the morning register, so it is crucial that your child arrives punctually so as not to miss this important learning.

Attendance: As with punctuality, regular school attendance is of equal importance in securing positive outcomes for our pupils. The attendance target set for all pupils at Duke Street is 96% or above. We are grateful for the efforts made by our families to secure this good attendance. Any pupils with attendance that falls below this are a cause for concern and are at risk of falling behind their peers and missing key learning to enable them to progress. Attendance of 95% or lower means that a child has missed 9.5 days of school or more in an academic year.

For some pupils, ongoing and regular periods of short-term absence can impact attendance. Odd days off here and there for coughs, colds and other minor ailments cause pupils to have disrupted weeks of education. A day in the classroom is very fast paced with key learning in Maths, English, phonics and reading taking place daily. A missed lesson cannot be repeated another day and pupils with regular short periods of absence miss this key learning.

If at any point you are struggling to get your child into school regularly because they may complain of illness or maybe reluctant to come into school, please speak to us. We have a range of different incentives and approaches that we can offer to encourage pupils into school. Our outreach team are great at thinking outside the box and coming up with the right solution to support your child's needs. It is vital that habitats of good attendance are formed early to support you in maintaining this throughout our child's education at Duke Street and beyond.

Term Time Holidays: Term time holidays have a significant impact on children's learning. At Duke Street we will only authorise term time leave in exceptional circumstances. We appreciate the attraction of cheaper holidays on influencing a decision to take holidays during term time. With this in mind, we have created two extended half term breaks to facilitate families taking cheaper holidays. The October and May half term breaks this academic year are both two days longer, with pupils only returning to school on the Wednesday after the half term week.

Further information regarding punctuality and attendance can be found on the school website. We want to support you in forming excellent punctuality and attendance habits with your child from their very first day. If we can offer any support, please get in touch with our outreach team. We are here to help and support you in getting your child off to the best start.

Yours sincerely,

Mrs S Ridley HEADTEACHER



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NHS Guidance

It can sometimes be difficult to know if a child is too ill to attend school so the NHS have provided information for families on when to and when not to send a child to school

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Changes to Penalty Notices for Unauthorised Absence:

From September 2024, the Department for Education announced national changes to penalty notices issued for unauthorised absence in term time. These changes came into effect on 19th August 2024. The changes to be aware of are:

- *Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of **£160 per parent per child**. This can be paid at £80 if paid within 21 days.*
- *Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.*
- *The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.*
- *A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions). This will apply to families who take term time holidays on multiple occasions and over multiple years.*