

Being ill may prevent your child from coming to school, BUT, if they can get out of bed and play or enjoy TV, they could be in school. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.



Looking after your child is very important to us and we will of course contact you if we feel they should be at home.

If your child's attendance falls below 90% due to illness, we will ask that you provide a doctor's certificate to verify absences. If this is not provided they will be classed as unauthorised

### What does unauthorised mean?

Educational Neglect you may face penalty notice or referral to Wolverhampton Local Authority Attendance Team.

Contact may be made by our Independent Education Welfare Officer.

### Attendance Ladder



### DID YOU KNOW.....

**1 Day a fortnight = 20 days a year**

**1 Day a week = 40 days per year**

**2 days a week = 80 days a year**

**3 days a week = 120 days a year, which equals nearly 8 years missed of their school education across the 13 years**



## A GUIDE TO SCHOOL ATTENDANCE

Website:

[www.pinegreenacademy.org.uk](http://www.pinegreenacademy.org.uk)

Telephone: 01902 551564

Email: [enquiry@pinegreen.set.org](mailto:enquiry@pinegreen.set.org)

Mrs S Long: Assistant Headteacher Inclusion and Attendance (SENCO)



Shaw Education Trust



# WAYS TO REPORT YOUR CHILD ABSENCE

Telephone the school office  
by 9.30am and speak to

Reception.  
**01902 551564**

Email the school office on  
**[enquiry@pinegreen.set.org](mailto:enquiry@pinegreen.set.org)**

Report absence on **Class**  
**Charts** advising the school of  
the absence.

Because we all have a duty  
of care for safe-guarding your  
child, we will contact you if  
we do not receive a call or  
email on a **daily basis**  
regarding your child's  
absence.

## NEW GUIDANCE FROM 19 AUGUST 2024

Important Update For Parents  
Wolverhampton Local Authority:  
10 unauthorised sessions in 10 week  
period

Starting 19 August 2024, there will be new  
guidelines for unauthorised absences:

Key points:

1. New penalty rates: £160 per parent per child, £80 if paid within 21 days.
  2. Second offence within 3 years: £160 with no discount.
  3. Penalty after 10 sessions (5 days) of unauthorised absence in 10 school weeks.
  4. Max 2 penalties in 3 years per child.
- Further offences may lead to prosecution.

**Regular attendance helps your child  
succeed!**

Unauthorised term time holidays can result  
in fines. Parents, be aware of the national  
framework threshold.

1. First-time offenders face an £80 fine per parent, per child (if paid within 21 days), rising to £160 if paid between day 22 and 28.
2. Second-time offenders (within 3 years) pay £160 per parent, per child.
3. Third offenses may lead to legal action and fines up to £1000.

**Safeguard your child's education!**

## WHAT CAN YOU DO TO HELP YOUR CHILD?

To avoid disrupting your child's  
education, you should arrange  
appointments and outings:

- After school hours
- At weekends
- During school holidays
- You should NOT expect Pine Green Academy to authorise absences for holidays taken during school time.
- Not letting your child take time off school for minor ailments.

There are 175 days per year  
which are non-school days for  
other activities such as holidays  
and days out

