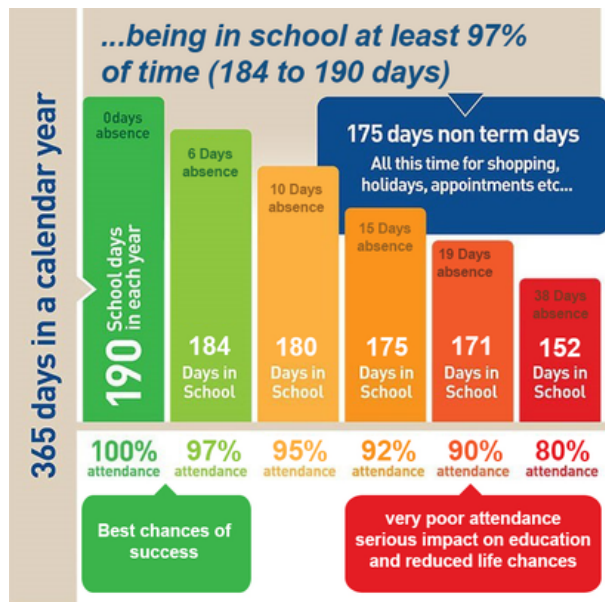




## Every Minute Counts

How lateness affects your child's attendance.  
(Figures below are calculated over an academic year)

### If you child is late each day by:

- 5 mins = 3 days lost
- 10 mins = 6.5 days lost
- 15 mins = 10 days lost
- 20 mins = 13 days lost
- 30 mins = 19 days lost

Please can you ensure your child arrives to school on time and in the correct uniform.

If your child has a minor illness, please encourage them to come to school. If their condition worsens during the school day, we will contact you.

## Patterns of absence:

If your child has:

- 3 or more 'odd days' of absence in any half term and/or
- 3 or more episodes of illness in any half term and/or
- taken absence on the same day each week (e.g Mondays or Fridays) and/or
- arrived after 9:10am more than once and /or
- has attendance below 96%

A meeting will be sought to discuss ways to improve attendance.

## How much could I be fined if my child misses school?

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.

All schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons within a 10 week period, which may span different terms or school years.

### Unauthorised reasons include:

- Absences which have not been explained
- Children who are late arriving at school
- Shopping, birthdays or day trips
- Looking after other children or family members
- Sickness of a parent or other family member
- Holidays in term time which have not been authorised by the Headteacher
- Transport issues



**'Working Together to Achieve the Best'**

## Attendance 2025 - 2026

At Petersgate we want all children to have a positive experience of school life and be able to reach their full potential.

One way in which parents can help their child to do this is by ensuring they attend school everyday!

## Attendance Matters

**Headteacher & DSL: Mrs Wendy Mitchell**

**e:** adminoffice@petersgate-inf.hants.sch.uk

**w:** petersgateinfantschool.co.uk

**t:** 023 9259 3950

## Why is high attendance important to my child's education?

As a parent/carer you want the best for your children. Having a good education is an important factor in opening up more opportunities in adult life.

### Did you know that:

- a child who is absent a day of school per week misses an equivalent of two years of their school life.
- 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all

## Registration

The doors open to the classrooms at 8:40am and children should be in school for registration by 8:50am, at which time the doors will be closed and all internal gates will be locked.

If your child arrives **after 8:50am** then you will need to bring your child to the school office to be signed into school and order their lunch if required.

**After 8:50am and before 9:10am** (recorded as late before register closed) your child will be marked as late and you will be asked to give a reason for lateness.

**After 9:10am** (recorded as late after register closed) your child will have an unauthorised absence mark and you will be asked to give a reason for lateness.

**Attendance is monitored rigorously and will be addressed by the Headteacher and Family Support Liaison Officer where necessary.**

## Reporting an Absence

If your child is not well enough to attend school you need to telephone and leave a message on the absence line [023 9259 3950](tel:02392593950) to report their absence.

Please state full details including your child's name, class and the reason why they cannot attend i.e sickness or diarrhoea. 'Unwell' or 'not feeling great' is insufficient information and a telephone call will be made to obtain further details.

Please note you need to report your child's absence **EVERY DAY** they are unwell.

The absence line is available at all times and you can leave a message at any time day or night. We check for absences daily and if we have not received a message by 9:00am, we will assume your child is missing and a telephone call will be made to enquire a reason for their absence.

If we are unable to contact you we will send an in-app message on Arbor asking you to contact the school urgently. If we are still unable to contact you or you have not made contact with us then a welfare visit to your home will be made.

If your child is repeatedly absent and their attendance falls below 90%, we may ask for medical evidence each time they are unwell to enable us to authorise the illness.

## Request for Absence

If you need to take your child out of school during term time we require you to complete a request to authorise absence from school due to exceptional circumstances form at least a month before the planned leave. Forms are available from the school office.

In line with the national policy, holidays in term time will be recorded as unauthorised, unless there are exceptional circumstances.

Please read Hampshire County Council's Code of Conduct Issuing Penalty Notices for unauthorised absence from school, which can be found on our website.

A Penalty Notice can be issued when there have been 10 sessions of unauthorised absence within a 10 week period.

The headteacher will review the request and the school office will notify you of the decision.

Please book any holidays within the half term dates set by Hampshire to help preserve your child's attendance.

## Medical/Dental Appointments

Where possible please arrange for medical and dental appointments outside of school hours or within half terms. If this is unavoidable, in order for us to authorise the absence we will request evidence of the appointment.

### Leaving Early

Children should be in school for a full school day, 8:50 - 15:20. If you request to collect your child early, a reason will be requested for safeguarding purposes.