



The Glebe Primary School

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Head Teacher Mrs G. Repton

10th January 2014

Dear Parents/Carers,

Following a meeting of the School Governing Body and the guidelines issued directly from The Department of Education I would like to outline below attendance procedures for your information;

Attendance

Our attendance is average at our school and we are working to promote good / outstanding attendance.

The Government expects that schools should 'promote good attendance and reduce absence, ensuring that every pupil has access to full time education and to act early to address patterns of absence'
We have been introducing several methods to improve attendance in school.

Holidays

Head teachers may only authorise holidays during term time in exceptional circumstances.
The Governing body has decided that we will consider each request individually.

What are 'Exceptional circumstances'

Examples include families of service children where a parents' annual leave is set and determined by their regiment.

It is expected that service families submit a covering letter on official letterhead from their regiment confirming this.

Another example is where a parent's annual leave may be set and be non-negotiable by their company/ service they work for. It will be expected that a confirmation of this should be provided by the company on company letter headed paper and signed by the management.

Medical Appointments

Routine appointments (for example dentist, doctor, opticians) should take place out of school hours wherever possible.

We understand that hospital appointments cannot always be made outside of school hours, provided copies of appointment letters are seen we will authorise these.

Illness

We understand that all children are ill from time to time. If your child becomes unwell whilst at school we will contact you. If your child is absent please contact the school on the first day of illness, should the illness continue we would require medical evidence to support the absence.

Punctuality

The school begins at 8.55.

Children are expected to be in the classroom at 8.55.

It is a legal requirement for the register to close 15 minutes after the bell goes. At this point the child will receive a U on the register (late after the registers closes) and this counts as an absence.

Children arriving late after the bell and before the 15 minutes will be marked as L (late)

Penalty notices were introduced to be issued to parents where parents fail to ensure their child attends school regularly.

Parents can be issued with a penalty notice by the Local Authority where there is a problem with attendance.

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No penalty notices will be issued without a warning notice and the investigation of the issues surrounding a particular case.

Penalty notices can be issued after a minimum of 10 sessions(5 school days) which are classed as unauthorised during a period of 6-12 weeks.

Concerns

If school have concerns about a child's attendance, parents will be contacted at an early stage to discuss these concerns.

Cases regarding attendance or punctuality can often be resolved at an early stage if discussions take place.

We continue to offer an open door and supportive policy in order to help our children attend school and make the most out of their time at our school.

Query

Please contact Mrs Repton at school if you would like further clarification of the above. If your question is about penalty notices or the Local Authority procedures please contact Sharon Stevens or Alison- Marie Cartwright at the Attendance Service 526173.

Yours sincerely

G. Repton