



# Brampton Primary School

## Attendance Newsletter

### Building Personal Success



Date: 15/07/2022

Issue: 14

<http://brampton.newham.sch.uk>

Tel: 020 8472 0830



#### Attendance team:

**Please contact:**

**Mr Woodhouse**

**Mrs Tshuma**



### Our whole school attendance target is 96.5%



Department  
for Education

#### **Attendance Guidance:**

Attendance is mandatory for all pupils of compulsory school age. This means it's your legal duty as a parent to send your child to school regularly if they are registered at one. If you have concerns about your child attending, you should discuss these with your school or college.

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow [Guidance for people previously considered clinically extremely vulnerable from COVID-19](#).

Young people over the age of 12 with a weakened immune system should follow [Guidance for people whose immune system means they are at higher risk from COVID-19](#).

In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.

#### **Holidays and travel abroad:**

You should plan your holidays within school holidays as usual. Avoid seeking permission to take your children out of school during term time.

#### **Punctuality:**

Please make sure your children are in school for 8:55am every day, as learning starts promptly at 9:00am. We close and lock our gates at this time. **Continuous unauthorised lateness is reported to the Local Authority who could issue parents/carers with a Fixed Penalty Notice or legal action being taken.**

8:50am	Children should arrive at school.
8:55am	Children go into class. Registration period starts all children should be in class. The registration period lasts for 5 minutes.
9:00am	All pupils arriving after this time will receive a late mark (L) in the registers. These are closely monitored.

#### Tips for the Week

What can YOU do to help make your child successful all day, every day?

Help your child get organised the night before — put out their water bottle and school uniform.

Set an alarm to help all the family wake up early. This will allow time for your child to get dressed, have breakfast, brush their teeth and leave home on time.



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Class	%Attend
Antigua AM	94
Barbados PM	89
Cuba AM	92
Dominica PM	91
Egypt	95
Cameroon	95
Morocco	94
Tanzania	95
England	94
Ireland	94
Scotland	94
Wales	95
Belgium	94
Italy	96
Poland	96
Spain	95
Ghana	97
Namibia	96
South Africa	94
Zimbabwe	95
Bangladesh	97
China	95
India	96
Tibet	95
Australia	96
Japan	95
Madagascar	96
New Zealand	94
Argentina	95
Brazil	97
Chile	95
Peru	96

**Well done to Ghana & Brazil class** who has the highest attendance with **97%.**

Children in **Barbados PM** need to make sure you come to school every day.

**The whole School attendance is 95%.**

#### Term time leave:

Changes in the law mean that the Headteacher no longer has the discretion to allow pupils to take term time leave.

If you take your child out of school for any reason, you may receive **a fine of £60 per child per parent** if paid within **21 days**. If this fine were not paid within the time limit, the penalty would rise to **£120** and need to be paid within **28 days**.

The government monitors **school attendance and punctuality**. They look at persistent absence and lateness. If your child has attendance of 90% or less they are deemed persistent absentees and we are asked to follow this up and refer to the local authority who could take you to court. At court, the penalty is either a very large fine of up to £2,500 or imprisonment.

Please avoid keeping your child off school unless they are very sick and certainly do not take them out of school when the school is open. Please wait until the holidays.

**Mrs Tshuma - Attendance Officer**



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#### Parents:

- must ensure their child arrives at school on time for registration.
- should contact the school daily to report any absences, giving a reason and explaining when their child will return.
- should keep the school updated and after 5 days of absence, provide medical evidence where possible.
- should not book routine medical or dental appointments during school time as medical appointments are counted as an absence on a child's record.
- ensure their child comes to school on time everyday.
- 

#### Absence procedures:

- Parents/carers must provide a reason for a child's absence, each day they are absent.
- This may be in the form of a letter, a phone call or oral explanation to the school office.
- **Explanations by the child are not acceptable.**
- The only acceptable reason for absences are illness, attendance at a medical appointment, exclusion, religious holiday or family bereavement, for which the HT has given permission.
- **Absences to go shopping, visit relatives, go on a holiday or because a parent is unwell are not acceptable.**

#### Leave of absence during term time:

The school is not permitted to grant any leave of absence during school time unless there are really exceptional circumstances. Holidays are not regarded as exceptional circumstances. **All requests for leave must be made in writing in advance by the parent to the Headteacher.** Parents must complete the schools *Leave of Absence* form, both departure and return dates should be clearly stated.

#### Unauthorised/Authorised Absences

There is no specific number of **unauthorised absences** which is allowed under UK law. **Unauthorised absences** are not good and should always be avoided in order to get a consistent education. All pupils between 5 and 16 must attend school for the duration and **absences must be avoided** wherever possible. However, after 5 days or 10 sessions (a session is half of a day morning and afternoon) of **unauthorised absence** the school is required to notify the local educational authority. An **unauthorised absence** is when a child is not in school and the school is not satisfied by the reasons given for non-attendance. Attendance is recorded by every school at every session, by law. An attendance rate below 90% is defined as a **Persistent Absence**.

**Accepted absences** can include: **Illness**: a parent or guardian must report to the School on the morning of the child's first day of absence. However, we can only authorise 3-5 days and may require evidence to support any future absences. **Medical or dental appointments**: although you should try to arrange these outside school hours if possible and **Religious observance**. The accepted reasons above do not count towards the unaccepted total of 10 sessions and will not cause any negative consequences. However, all absences should be avoided as being absent from school causes negative effects on your child's attendance. A session is generally recorded as an absence if you are not there for registration. To get an absence authorised you must first contact the Attendance Officer and follow the procedure given to you by them. This usually must be carried out by a parent or guardian and is subject to the Headteachers discretion. No absence has a sure chance of being excused and you may be asked to provide evidence such as a Doctor's note, for a long illness absence, prescriptions or appointment bookings.