



## Whitley Village Primary School

'Be the best you can be!'

[www.whitleyprimary.co.uk](http://www.whitleyprimary.co.uk)

ATTENDANCE INFORMATION – PLEASE STICK ON YOUR FRIDGE



### TERM TIME HOLIDAYS

Your children attend school for 190 days out of 365. This leaves 175 days for holidays! Please book your family holidays during these 175 days of school holiday time.

Holidays in term time cannot be authorised, unless there are exceptional circumstances (1-day wedding of parents, people in the armed forces).

If you do take your child on holiday during term time and they miss 5 days or more and are of statutory school age, you will receive a Fixed Penalty Notice from the Local Authority. This is currently £60 per child, per parent.

The process for requesting a holiday is to complete a 'Request for Absence' form, which can be found on the website, or a paper copy can be requested from the office. This must be returned to school, ideally well in advance of the date of the holiday. We can then formally respond to your request, in writing.

Please also note, Year 1, Year 2, Year 4 and Year 6 sit statutory national assessments at points in the year and it is VITAL they do not miss these!

### MORNING PUNCTUALITY

Playground gates open at 8:40am and school officially starts at 8:50am. Children are late if they arrive after 9am but may have already missed an entire activity in the first 10 minutes. If they arrive after the gate has been shut, your child needs to enter school through the main entrance with you, where you will be asked to sign them in at the office and provide a reason for their lateness.

If they arrive after 9:30am, they will receive an 'unauthorised' mark in the register for the morning session. Ten unauthorised absences can lead to the Local Authority issuing a Fixed Penalty Notice, which is currently £60 per child, per adult.

It is vital that families get into a punctual routine as soon as possible in a child's education, as every minute counts!

#### DID YOU KNOW

5 minutes late each day = 3 school days lost!  
10 minutes late each day = 6.5 school days lost!  
15 minutes late each day = 10 school days lost!  
20 minutes late each day = 13 school days lost!  
30 minutes late each day = 19 school days lost!



### ABSENCE DUE TO ILLNESS

Unfortunately, illness happens and we understand that there will be times your child has to miss school, especially if we have an outbreak of sickness, chicken pox, etc...

Schools have strict guidelines set by the NHS regarding how long children need to stay off school with different illnesses. Please check this on our website, as we may not be able to authorise some absences, if the period of absence is longer than the period recommended by the NHS.

### AFTER SCHOOL PUNCTUALITY

Please note, school finishes at 3:15pm. At this time, we will dismiss the children as quickly and safely as we can back into your care.

If you are going to be late to collect your child(ren), please book them into After-School Club in advance and let your child know that this is the plan. Please book club via the main office. In order to do this, you will need to have funds on your ParentPay account. The options are as follows:

Collection by 4:15pm - £4

Collection by 5:15pm - £8

Collection by 6pm - £12

We close at 6pm. Please respect our staff and ensure you have collected your child by this time. If a child is collected after this time, there will be a **fine of £1 per 1 minute.**

If you get into debt with club, you will no longer be able to access this facility.

### ATTENDANCE EXPECTATIONS

The Government expects children to have at least 96% attendance at school. Any child who falls below 90% (authorised or unauthorised) becomes a 'persistent absentee' and will fall under our remit to begin supportive help or family intervention work to resolve this issue.

As of September 2022, the Government have outlined new measures that schools, Local Authorities and Social Services must take to address poor attendance. Pupils with attendance below 80% should expect intervention from these partner agencies.