



ATTENDANCE NEWSLETTER

Autumn Term 2024 (1)



ATTENDANCE AND PUNCTUALITY

At Our Lady and St Benedict Catholic Academy, we strive to help all of our pupils arrive at school on time every day. We have an extremely well-planned and progressive curriculum that children can only benefit from if they are in school.

Making punctuality a promise

Through regular attendance, pupils can:

- Develop strong friendships with other pupils
- Build a rapport with teachers
- Gain knowledge and life skills
- Establish a routine and develop discipline
- Engage in extracurricular activities



Section 8 of the Education Act 1996 places a duty on parents to ensure that their children receive efficient full-time education if they are of compulsory school age. If a pupil takes two or more leaves of absence in under five days during the academic year, this will automatically be referred to the Education Welfare Service which could result in a fine.

School Times

Nursery - 8:40am - 3:10pm

Reception - 8:40am - 3:10pm

Key Stage One (Years 1 & 2) -
8:45am - 3:15pm

Key Stage Two (Year 3, Year 4,
Year 5 & Year 6) - 8:45am - 3:20pm



Attendance awards

Every week we award the class with the best attendance in our celebration assembly with a trophy and each member of the winning class also receives a sticker.

Each term we also award children with 100% attendance with a certificate, badge and prize.

Term 1 – Bronze badge, certificate and small prize

Term 2 – Silver badge, certificate and small prize

Term 3 – Gold badge, certificate and attendance on a trip

Research shows that excellent school attendance will support children's learning and progress. It is for this reason that we want all of our students to aim for 100% attendance at school. 100% attendance is rewarded in the summer term with a 100% attendance trip. The children are busy voting on where they would like to go on the 100% attendance trip in the Summer of 2025. We understand that children can become ill at times and so expect 97% as a minimum target ". Whilst we want pupils to strive for 100% attendance, we do understand that there are rare occasions when a child cannot be present in school. That's why, if a child is absent due to illness they still have the chance to win the class attendance award.



We monitor every child's attendance in school and use the following guide when checking attendance:

Increasing attendance by just 5% can double the chances of gaining good qualifications



100% Outstanding achievement - Well done, we're impressed!

98% - 99% Excellent Attendance. Your child is absent for less than 4 days in the school year.

97% - 96% Good attendance

Your child could be missing up to 7 days of learning in the school year.

95% Just below attendance target

Your child's attendance may be monitored by the Academy Attendance officer, they could be missing up to 2 weeks of learning in the school year which can make it harder for children to keep up in class.

94% - 90% We are concerned, improvement is needed

Your child's attendance will be monitored by the Academy Attendance Officer, they could be missing up to 4 weeks of learning in the school year.

Below 90% Serious concern

Your child has been identified as a 'persistently absent pupil' and their learning may be seriously affected by this. 90% equals 4 whole weeks of lessons missed. You may be contacted by the Education Welfare Officer and could face a Penalty Notice Warning or fine from the Education Welfare Service.

Government Rules

From August 19th, the Government changed its rules and is increasing fines for children missing school without permission. If a child misses 5 days (10 sessions) without permission, there will be a fine. Unauthorised absences include holidays, being late, and any other absences not approved by the Principals. As part of the new procedures, the school may carry out a home visit if a child is absent for any reason. Please do not be upset if we visit your house. We are doing this to check on your child's wellbeing, following Government guidelines. Please see the link for parents which gives more detail Fines for parents for taking children out of school: What you need to know – The Education Hub (blog.gov.uk) I am writing to you now to make sure holidays are not booked during term time, as this will result in a fine. Please understand that it is not the school or the collegiate that issues the fines; this is done by the Local Authority. The money from these fines goes directly to the Local Authority. Whilst we are reluctant to issue fines, we must follow Government rules and want to support you in building good habits and giving your children the best chance to do well in school. I have attached a poster to this letter listing the fines, but simply put, the new fines will be as follows:

- For a first offence of 5 unauthorised days of absence, the fine will be £80 per parent, per child (if paid within 21 days).
- For a second offence of 5 unauthorised days of absence within 3 years of the previous fine, the fine will be £160 per parent, per child.
- For a third offence of 5 unauthorised days of absence within a 3-year period, parents will be taken to Magistrates' Court. Prosecution can lead to a criminal record and fines of up to £2500 per parent, per child.

Term Dates

Academic Year 2024/2025	
AUTUMN TERM – 2024	
Inset Day (school closed to pupils)	Monday 2nd September
Inset Day (school closed to pupils)	Tuesday 3rd September
School opens to pupils	Wednesday 4th September
Half Term	Monday 28th October- Friday 1st November
INSET Day (School closed to pupils)	Monday 4th November
School opens to pupils	Tuesday 5 th November
School closes	Friday 20th December
SPRING TERM - 2025	
School opens to all	Monday 6th January 2025
Half Term	Monday 17 th February -Friday 21st February
INSET Day (School closed to pupils)	Monday 24th February
School opens to all	Tuesday 25th February
School closes	Friday 11th April
SUMMER TERM – 2025	
School opens to all	Monday 28 th April
May Day – school closed	Monday 5 th May
Half Term	Monday 26 th May to Friday 30th May
School opens to all	Monday 2nd June
School closes	Friday 18 th July

Term Dates for 2024-2025 and 2025-2026 can be found on our school website:

<https://www.ourladyandstbenedict.co.uk/page/?title=Term+Dates&pid=94>

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Important Information

Penalty Notice Fines for School Attendance are changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines **issued after 19th August 2024**.

School attendance is important. Regular attendance links directly to pupil outcomes, which is why our academies work with families to ensure that all our pupils are supported to attend school regularly. Academies will focus on a *support first* model, by ensuring penalty notices are only considered where support is not engaged with, not working or not appropriate.



Per Parent, Per Child

Penalty Notice Fines will be issued to each parent for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 Consecutive days of term time leave

The National Threshold for Penalty Notice Fines for term time leave will be for 5 or more consecutive days.

10 sessions of unauthorised absence (equivalent to 5 school days) in a 10-week period

The National Threshold for Penalty Notice Fines is 10 sessions of unauthorised absence in a 10-week period. The 10-school week period can span different terms or school years.

These sessions do not have to be consecutive and can be made up of any combination of any type of unauthorised absence. This could, for example, include 6 sessions of holiday taken, 2 sessions of unauthorised absence and 2 of arriving late after registration has closed.

First Offence

The first time a Penalty Notice is issued for term time leave, or for unauthorised absence, the amount will be:

- £160 per parent, per child paid within 28 days.
- Reduced to £80 per parent, per child if paid within 21 days.

Second Offence

within 3 years

The second time a Penalty Notice is issued for term time leave, or unauthorised absence, the amount will be:

- £160 per parent, per child paid within 28 days.

Third Offence

and any further offences within 3 years

The third time an offence is committed for term time leave, or unauthorised absence a Penalty Notice will NOT be issued and the case will be presented straight to the Magistrates' Court. Prosecution can result in criminal records and fines up to £2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

100% Attendance Trip

Our children who gained 100% attendance last academic year went to Drayton Manor Park for the day. They all had a great time.

We are currently in discussion to decide where our trip will be this academic year for our 100% attendance children. Keep a look out these next coming weeks.

