



BOWERHAM PRIMARY & NURSERY SCHOOL & BABY UNIT

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Attendance Newsletter

Welcome to the Spring Term Attendance Newsletter; our aim is to continue to promote the importance of attendance across the school community. Our target for whole school attendance is 96% and we are currently at 96.3%, which is above average. Thank you to everyone!

Please do come and speak to Mrs Harris if you are concerned, need any support or would like to talk about your child's attendance. She is here to help and working together can make a real difference to your child's attendance, especially early interventions. The aim of her role is to:

- Understand the barriers which affect regular/on time school attendance
- Promote and monitor children's attendance
- Work alongside you to support with any challenges related to your child's/ children's absence to ensure regular and punctual school attendance

Penalty Notice Update

Penalty Notices (fines) are a statutory requirement of schools. The Board of Governors have approved introducing penalty notices for all unauthorised absences in addition to what we currently fine for which is holidays which do not meet exceptional circumstances. This will start for any unauthorised absences that accumulate from the start of the summer term. Unauthorised absences are:

- U marks. This means being late after the register closes. Under government legislation if your child is 30 minutes late they receive a U mark. The U means your child is marked as absent for the whole morning even though they have arrived late and are in school.
- O marks. This means we have not been given a satisfactory reason/explanation for your child's absence within 5 days.

Lates

School starts as below and all gates close promptly at 8.45am. We are noticing that the number of children arriving after the gates have closed is increasing. To ensure your child is ready to start

Stand tall, reach high, love learning

*The Bowerham School community is proud to nurture aspiration,
inspire love for life-long learning and prepare children for a changing
Society.*



the school day on time, please ensure that children are dropped off from 8.30am. Thank you for your assistance in this matter.

Start times.

Rec 8.45am
Year 1 8.45am
Year 2 8.45am
Year 3 8.40am
Year 4 8.40am
Year 5 8.40am
Year 6 8.40am

This is the time the children should be sat down ready to learn, not arriving at the gate.

After Easter you will find that when children are coming through the office late, we will have a clipboard for you to fill in your child's name, class, reason for being late and how many minutes and if they would like a packed lunch or need a school dinner ordering.

You may all be aware that in August the Department for Education changed the guidance for school attendance. Information can be found on the school website, www.bowerham.lancs.sch.uk

Holidays

The DoFE now requires that schools must consider if a penalty notice is appropriate when the thresholds are met:

- Penalty notices issued for offences will be charged at £160 per parent per child. This will reduce to £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period, will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or consecutive school years.
- A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions). There are two sessions in a day; one in the morning and the other in the afternoon.

If you feel you have exceptional circumstances which require your child to be absent from school, then an absence request form must be collected from and returned to the school office a minimum of 4 weeks before the start of the absence. Our term dates can be found by visiting our school website: www.bowerham.lancs.sch.uk/term-dates/

Absence

It is the parents' responsibility to contact the school on the first day their child is absent by telephone or parent app before 8.45am. This is a safeguarding requirement so that we know that your child is safe. If your child is unwell, please follow the NHS guidance attached for treatment and keeping off school. The links below provide more information.

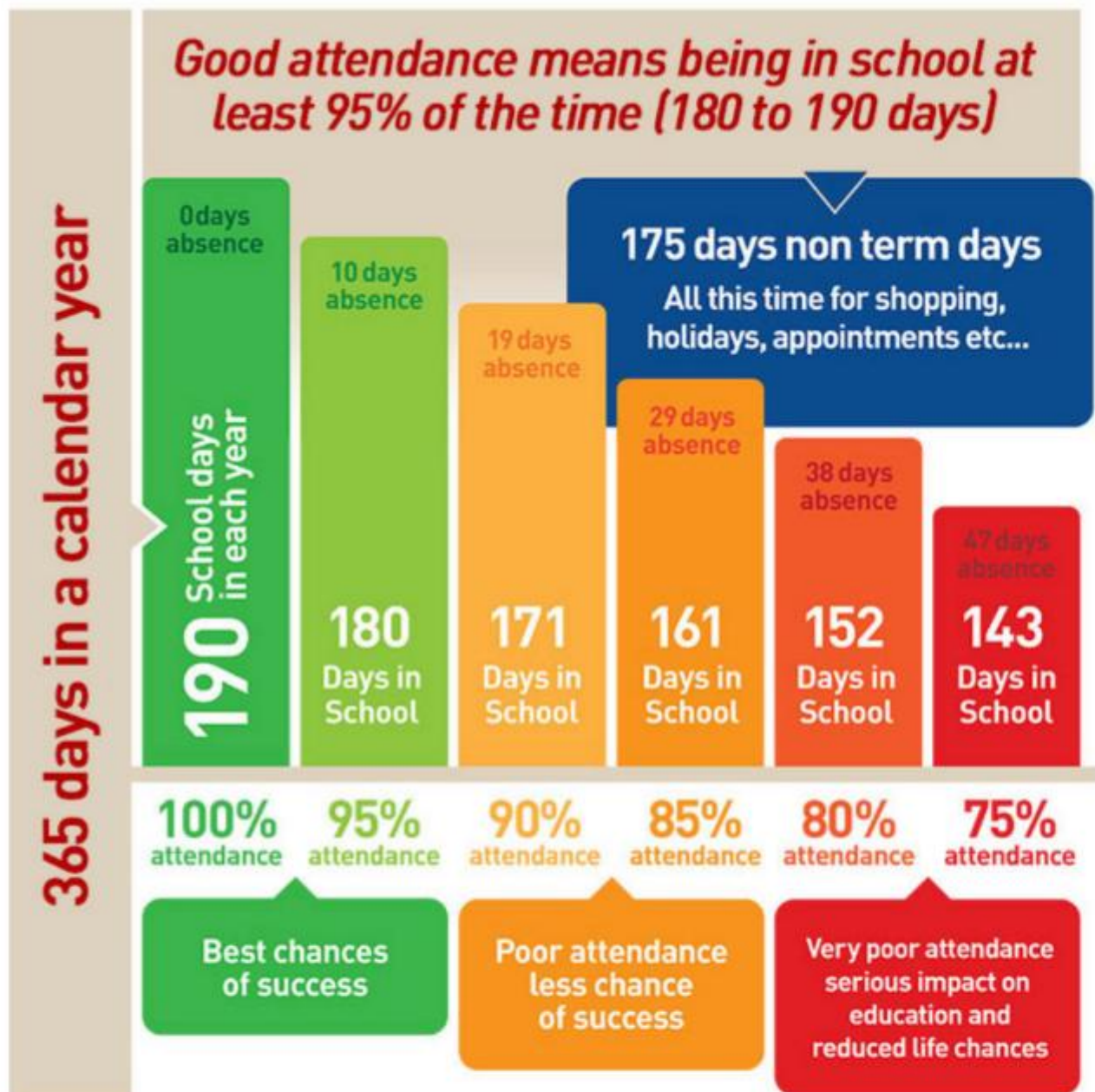
<https://www.nhs.uk/>

<https://www.gov.uk/topic/schools-colleges-childrens-services/school-behaviour-attendance>

Please see an information poster from Lancashire County Council outlining the impact of poor attendance.



Did you know? If you are 15 minutes late each day you will have missed a full 2 weeks by the end of the school year.



Did you know? A two week holiday in term time means the highest attendance you can achieve is 94.7%.