



Atherton Sacred Heart RC Primary School

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Tuesday 5th September 2023

Attendance and Punctuality

Dear Parents / Carers,

Apologies for this being shared on the first day back, however, I have a duty to share vital information with parents as soon as possible. Attendance and punctuality are a key education focus this year for the Department of Education and consequently Ofsted, so it is pertinent that I share this with you now. The key information is as follows:

- Children Missing in Education now has its own section within the Keeping Children Safe in Education 2023 document.
- Local authorities and schools are being tasked with ensuring that all pupils attend school (legal requirement). Where attendance does not meet expectations, then local authorities are now, with greater purpose, implementing all options within their powers to ensure children attend school.

These include, but are not limited to, attendance plans and enforcing the Education Penalty Notices. These penalties are applied to all who have parental responsibilities for the individual child – so if you have 2 children with 2 adults, who have parental responsibilities, who fall within these boundaries, that would be the fine x 4 (irrespective of whether the 2 adults live together or not). Accompanying this newsletter is the local authority EPN letter.

Please note, all fines go to the local authority and not the school.

Attendance and being punctual have an impact on your child's education and their mental well-being. Consistently walking into a classroom where everyone is already settled and working can cause anxiety for many children. Missing school has a similar well-being impact on children and will lead to your child falling behind in their learning, which ultimately affects their self-confidence.

If you are having issues being at school on time, please speak to your child's class teacher or Miss Wilde.

Historically, like most schools we have not actioned Education Penalty Notices. This year, due to the increased focus on school attendance from the DfE we will have no option but to do so (unless there are mitigating circumstances).

The table below highlights how missed minutes and sessions can affect your child's academic progress and enjoyment of school.

Why attendance and being punctual is important

Attendance	Days Absent	Weeks Absent	Missed Lessons
95 %	9	2	45 lessons
90 %	19	4	95 lessons
85 %	29	6	145 lessons
80 %	38	7 ½ > half a term)	190 lessons
75 %	48	9 ½ > half a term)	240 lessons

Minutes Late each day	Missed Learning over the school year
5	3 school days
10	6 ½ days
15	10 days (2 weeks)
20	13 days
30	19 ½ days (4 weeks)

Thank you for your attention in this matter.

Mr M^cDermott