

School Attendance – Information for Parents

School gives your child a wide range of experiences in the form of academic lessons, educational trips and clubs. The more your child is in school the more they increase their opportunity to fulfil their potential. School can also help your child's social skills, such as making and keeping friendships. A regular and punctual attendance pattern will help your child when they enter the world of work.

Parent/Carer Responsibilities

The links between attendance and attainment are clear. Regular attendance means your child can make the most of their education, improving their chances in adult life. In order to achieve their full potential we expect all Cavendish pupils to maintain attendance of at least 97%.

Parents/Carers can help by:

- Ensuring contact information (addresses and telephone numbers) is kept up to date
- Ensuring your child arrives at school on time (before 8.35am), properly dressed and prepared for learning
- Contacting the Attendance Office on (01323 746508) on the first and any subsequent days of absence stating the reason for the absence and when your child is likely to return
- Where possible, providing medical evidence for any illness – this will be required if your child's attendance falls below 90%
- Where possible, please try to arrange medical and dental appointments out of school hours. If this is not possible, your child should only be out of school for the minimum amount of time necessary for the appointment.

For more information please refer to the following documents:

Cavendish Attendance Letter to Parents
Cavendish School Attendance Policy
Fixed Penalty Notices – a Guide for Parents and Carers

East Sussex County Council's Code of Conduct for the provision of administering Penalty Notices for non-school attendance

<https://www.eastsussex.gov.uk/educationandlearning/schools/attendance-behaviour/truancy-non-attendance/penaltynotice/download/>

You can find information on school attendance provided by East Sussex County Council below:

<https://www.eastsussex.gov.uk/educationandlearning/schools/attendance-behaviour/>



Headteacher: Mr P J Marchant BSc | Eldon Road, Eastbourne, East Sussex, BN21 1UE

Telephone: 01323 731340 | Fax: 01323 739572 | e-mail: office@cavendish.e-sussex.sch.uk | www.cavendishschool.net

FIXED PENALTY NOTICES FOR UNAUTHORISED ABSENCES - A GUIDE FOR PARENTS AND CARERS

It is a legal requirement under the Education Act 1996 that parents of children of compulsory school age ensure that their children receive full-time education that is suitable to their age, ability and aptitude and to any special educational needs that they may have.

The Government considers children whose attendance is below 90% to be 'persistently absent' from school. If a pupil fails to attend, the school must establish the reason for the absence, identify whether the absence is approved or not and mark the attendance register accordingly. Schools are expected to act early to address patterns of absence and ensure that proper safeguarding action is taken.

Under Section 444 of the Education Act 1996, parents are responsible for ensuring their child attends school regularly. If your child does not attend school regularly, the Local Authority may consider legal proceedings against you under Section 444 of the Education Act 1996. Alternatively the school may request that the Local Authority issues a penalty notice for £60 per parent per child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, you may be prosecuted.

What is a Fixed Penalty Notice?

A Penalty Notice is an alternative to prosecution. It doesn't require the parent or carer to appear in court as long as the Penalty Notice is paid within the time limits specified.

When will a Fixed Penalty Notice be issued?

If a parent or carer fails to secure their child's regular attendance at school, they are committing a criminal offence. Penalty notices will be issued following assessment of poor attendance. This does not only relate to unauthorised holidays but **any** other unauthorised absence.

A Penalty Notice may be issued in cases of 'Unauthorised Absence' including:

- Unauthorised leave during term time, including holidays
- Pupils found during truancy patrols
- Persistent late arrivals at school (after the register has closed)
- Pupils whose attendance has not reached a satisfactory level during a 6 week period following intensive support

Will parents receive a formal written warning before receiving a Fixed Penalty Notice?

Yes, the school will send parents or carers a written warning before a Fixed Penalty Notice is sent.

What are the fines?

- £60 to be paid within 21 days
- after that period increasing to £120 to be paid within 28 days

If your child is ill in school

With the cold and flu season upon us, we would like to remind parents of the procedures for illness.

If your child is absent from school due to illness, please contact the Attendance Office on 01323 746508, preferably by 9am, to report the absence leaving your child's name, registration class, the reason for the absence and when they are likely to return.

If students are unwell they should report to the Medical Room.

If a student has an elevated temperature and/or is displaying signs of illness parents will be contacted by the school and if necessary, asked to collect their child from school.

Students with minor ailments will be encouraged to stay in school where possible.

We do not normally contact parents if students are reporting headaches/tummy aches etc unless we have a cause for concern.

We ask that parents do not arrive at school to collect pupils unless this has been agreed with a member of staff.

If students are collected from school prior to a discussion with school staff the absence may not be authorised.