

School Attendance

Our Intent

At North Clifton Primary we believe good attendance is vital for a child to achieve their **full potential**. We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together break down any barriers a child or family may have to accessing their education.

Every child matters.

Every day matters.

Parental Responsibilities

Parents/ carers and school both have a legal duty for attendance. It is a legal requirement for each and every child to access regular education. If you need support with your child's attendance, please reach out to a member of school staff.



Absence

If your child is going to be absent from school- you must contact the school office by telephone or Dojo by 8.55am to provide a reason for absence each day that they do not attend school.

Punctuality

If your child arrives to school after registration closes your child will receive an unauthorised late mark- this effects your child's attendance. You must accompany your child to sign in at the office when arriving late.

Every day counts

100% attendance	0 days missed	No learning missed!
97% attendance	5 days missed	A weeks learning missed
94% attendance	12 days missed	2 weeks and 2 days learning missed
90% attendance	19 days missed	3 weeks and 4 days learning missed
85 % attendance	30 days missed	6 weeks of learning missed
80% attendance	40 days missed	8 weeks of learning missed

Every minute counts

Always on time	No hours missed	No learning missed!
5 minutes late each day	15 hours missed	3 days learning missed
10 minutes late every day	32 hours missed	6.5 days learning missed
20 minutes late each day	65 hours missed	13 days learning missed
30 minutes late each day	95 hours missed	19 days learning missed

'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!
Make each day count.

Fines / holidays

New guidance to schools has made it mandatory for schools to apply for fixed education penalty notices for families with unauthorised absences of 5 days or more in any 10 week period during the school year. These fines are issued by and paid to Nottinghamshire County Council.

The school does not receive the money.

Penalty notices are set at £160 (per child, per parent) and must be paid within a statutory 28-day deadline.

The first penalty notice fine issued to a parent is reduced to £80 if it is paid in full, within 21 days of issue. All fines must be paid within 28 days of issue otherwise parents may be prosecuted in court.

A second fine issued to a parent/carer for a child who is absent from school without authorisation is fixed at £160, with no option to pay at a reduced rate if the fine is paid within the first 21 days.

A third request for a fine within a three-year rolling period would result in the matter being referred directly to the Magistrates court.

Holidays in term time are not authorised by school.

PA / risk of PA

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

Medical evidence-

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

FAQs

What is PA?

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

What is risk of PA?

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention **support** at this stage.

What is an EPN?

EPN stands for 'Education penalty notices' EPNs are issued for unauthorised absences, this includes term time holidays.

I'll just go on holiday and pay the fine?

EPNs have now been capped nationally at TWO fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of up to £2500

What is an unauthorised absence?

A child being kept off school unnecessarily or without good reason. This includes term time holidays.

What happens if I keep my child off, and don't contact school?

School will call home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child. If there is evidence that you have gone on holiday an EPN will still be issued.

More information on the NCC website

[Holidays during term time | Nottinghamshire County Council](#)