



Attendance Newsletter

Spring Term 2 2025

School Start/Finish Times

9.00am – 3.30pm

Doors and gates open 10 minutes prior to start time

ATTENDANCE MATTERS

Aim for 100% attendance for a better future

Every School Day Counts

Dear Parents and Carers,

St Luke's Church of England Primary School continues to place a strong focus on attendance and punctuality. We would like to thank all the children who arrive on time each day – it sets a positive tone for learning and supports their success in the classroom.

We are pleased to share with you our current attendance data below. You will also be able to see and keep track of your child's attendance on Arbor.

Year Group	% Attendance Spring Term 2
EYFS	94.7%
Year 1	97.1%
Year 2	96.9%
Year 3	95.1%

Year Group	% Attendance Spring Term 2
Year 4	97.0%
Year 5	92.9%
Year 6	94.6%
Total	95.6%

We would like to wish you all a very happy, relaxing Easter break. We hope the children enjoy their time off and stay safe over the holiday. We look forward to seeing them back in school on Monday 28th April 2025.



Reporting an Absence

It is the parent/carers responsibility to notify school if their child is absent. A reason **MUST** be provided. Please ensure you contact the school to advise of your child's absence by 9.30am on the day of absence. This can be done either via telephone on 0116 241 5105 or email: office@st-lukes.risemat.co.uk

Getting Your Child to School Really Matters



Did You Know... ?

In a School Year, If Your Child is Late Every Day By...	Your Child Would Have Lost Approximately...	or They Would Have Missed Approximately...
5 Minutes	3.5 Days from School	20 Lessons
10 Minutes	7 Days from School	41 Lessons
15 Minutes	10 Days from School	55 Lessons
20 Minutes	14.5 Days from School	82 Lessons
30 Minutes	22 Days from School	123 Lessons

Please Encourage Punctuality to Maintain Attendance

Unauthorised Learning Leave in Term Time (Holidays)

Children are **not** entitled to holidays during term time. Family holidays should be taken during school holiday periods.

To request learning leave during term time due to exceptional circumstances, ask the school office for a Learning Leave of Absence Form (with as much notice as possible).

Fines may be issued where unauthorised learning leave has been taken during termtime.

Persistent Absences

Any child with attendance below 90%, regardless of the reason of the absence, is considered to be a persistent absentee. This equates to just 2 days each month. Statistics show that persistent absentees are less likely to achieve their full potential.

Medical Evidence

Medical evidence for a pupil's absence is not routinely requested, however, from time to time you may be asked by the school office for medical evidence, this would usually happen when your child's absence from school becomes a concern.

Medical Appointments

Ensure that, where possible, hospital, doctor and dental appointments are made outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum and medical evidence may be required.

IS MY CHILD TOO ILL FOR SCHOOL?

yes

until...

NHS

CHICKENPOX	At least 5 days from the onset of the rash and until all blisters have crusted over.
DIARRHOEA AND VOMITING	48 hours after their last episode.
HIGH TEMPERATURE	If your child has a high temperature, keep them off school until it goes away.
IMPETIGO	Their sores have crusted and healed, or 48 hours after they started antibiotics.
MEASLES	4 days after the rash first appeared.
MUMPS	5 days after their swelling started.
SCABIES	They've had their first treatment.
SCARLET FEVER	24 hours after they started taking antibiotics.
WHOOPIING COUGH	48 hours after they started taking antibiotics.

NO



CONJUNCTIVITIS	You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
COUGHS & COLDS	It's fine to send your child to school with a minor cough or common cold.
HAND, FOOT & MOUTH	If they seem well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
HEAD LICE	There's no need to keep your child off school. You can treat head lice and nits without seeing your GP.
THREADWORMS	Speak to your pharmacist, who can recommend treatment.
SORE THROAT TONSILLITIS	You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.
SLAPPED CHEEK	You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious.

YOUR LEGAL RESPONSIBILITY

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This can be through a Fixed Penalty Notice (fine) or a summons to appear at court.

What is a fixed Penalty Notice?

The Anti-Social Behaviour act 2003 introduced legislation for Local Authorities to issue Fixed Penalty Notice to parents/carers of pupils who have unauthorised absences from school.

A Penalty Notice can be issued for two reasons:

- If a holiday is taken during term time without the permission of the headteacher
- If a pupil has unauthorised absence from school and their parent/carer fails to cooperate with school staff and/or other professionals to improve the situation

What are the fines?

From August 19th 2024

£160 per parent/carer (reduced to £80 if paid within a timely manner). If the £160 is not paid within the time frame given a summons can be issued to appear in court. The Local Authority can decide whether to issue a summons to court instead of a Penalty Notice.

Further information can be found at the bottom of the newsletter.

What to do if you move house/out of the area

If you move house and decide to change your child's school, you will firstly need to apply to the Local Authority school admissions for a place at a school close to your new address (school staff can help with this). You will also be required to complete a 'Leavers Form' please ask for the form at the school office.





Compulsory school reminder to Parents and Carers of the Reception Children

Parents and carers have a duty to ensure that children of compulsory school age receive a suitable education either by regular attendance at school or otherwise.

A child reaches compulsory school age the term following their fifth birthday.

Children born in.....

September, October, November & December - become compulsory January 1st 2025

January, February & March – become compulsory April 1st 2025

April, May June, July & August – become compulsory September 1st 2025

For all your Attendance enquiries

Please call the school office who will be happy to help or connect you to the Rise Multi Academy Attendance Lead.

Penalty Notice Fines for School Absence 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 for unauthorised absence that occurs after 19th August 2024.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time learning leave will result in **each** parent receiving 3 **separate** fines

5 Consecutive Days of Term Time Learning Leave

Penalty Notice fines will be issued for term time learning leave of 5 or more consecutive days and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of **absence in a 10-week period**

Sessions equal to AM & PM

First Offence

The first time a Penalty Notice is issued for Term Time Learning Leave or irregular attendance the amount will be:

£160 per parent, per child when 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 Learning Leave or irregular attendance the amount will be:

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

There is NO option to pay at £80 level

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Learning Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrates' fines can be up to £2,500 per parent, per child.

Cases found guilty in a Magistrates' Court can show on the parents future DBS certificate and may impact on job applications and travel abroad.

Court Prosecutions

Penalty Notices will not automatically be issued. Parents are advised that where the

Local Authority considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

BY LAW, ALL PENALTY NOTICE PAYMENTS GO TO THE LOCAL AUTHORITY AND NOT TO SCHOOLS

Further guidance is available on the Gov.uk website.

[Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](https://www.blog.gov.uk/2024/08/19/penalty-notice-fines-for-school-absence-are-changing/)