



SHARPS COPSE PRIMARY SCHOOL

Headteacher: Mr M. Elsen – BEd (Hons) - NPQH

Business Manager: Mrs L. Setterfield

Prospect Lane, HAVANT, Hants, PO9 5PE
Telephone: 023 92484545

e-mail: adminoffice@sharpscopse.hants.sch.uk
website: www.sharpscopse.hants.sch.uk

Our ref: SCPN Attendance/Lateness

January 2023

Dear Parent/Carer

We are in the process of looking at all attendance throughout the school and in particular children who are showing as less than 90% attendance, at present, for this academic year. We are closely monitoring the children who are classed as persistently absent or late. **A reminder that school starts at 8.50am prompt.**

If your child has fallen into this category we may well be calling you to come in for a meeting to discuss ways in which we can support or help you. Continued absence or lateness may result in a referral to the **Legal Intervention Team (LIT)** and if not resolved a possible fine may be issued.

All absences should be reported to the school by either telephone (02392484545), email or in person at the school office by **9.30am**. The school office is manned from 8.30am until 3.30pm. The answer machine is available outside of the school office hours or alternatively you can send an email to adminoffice@sharpscopse.hants.sch.uk. Once registers have been received the school office will send a text to parents/carers of any child not accounted for. This will be followed up with a telephone call if no contact has been made with the school.

Authorised vs. Unauthorised Absence

Absence impacts on a child's learning and well-being, regardless of the reason. Whilst we understand children do get poorly this does not negate the fact that a child, who is absent due to illness or diagnosed medical conditions which are authorised (Code I), will have missed the same amount of time as a child who has been absent for unauthorised reasons (Code O, G, U). Therefore, we ask parents to consider carefully if any absence is really necessary and the length of this absence.

The 5-day (10 session) threshold can be cumulative within a period of 100 sessions, therefore includes long weekends and day trips. For example, if a child goes away for a long weekend (Friday and Monday) and then within 100 school sessions (50 days) goes away again for another long weekend (Code G), with a day off with no reason received (Code O), then potentially a fixed penalty notice could be issued as the 5 days of unauthorised absence had been accrued over time. Below is a breakdown showing Percentage Attendance v School Days Off.

Percentage Attendance v School Days Off

A year has **365** days, **52** weeks, and **12** months.

A school year has **195** days, **39** weeks, and **6** half terms.

Five days each school year are training days for teachers (= INSET days)

Pupils therefore attend school for **190** days.

A school day is divided into two sessions. A pupil therefore should attend for **380** sessions.

- **One Day** off per school year means that a pupil has about **99.5%** attendance
- **Ten days** off per school year means that a pupil has about **94.7%** attendance
- **Twenty days** off per school year means that a pupil has about **90%** attendance
 - **90%** attendance means **4 whole weeks** off school.

As a parent you are legally responsible for ensuring your child attends school regularly and punctually.

Failure to do so may result in prosecution under the Education Act 1996, section 444(1), and 444(1A). The Local Authority is empowered to issue Penalty Notices to parents/carers whose children fail to attend school regularly and punctually as the absence has been recorded as unauthorised. As a school we are issuing this warning in line with Hampshire County Council's Code of Conduct for issuing Penalty Notices.

If convicted of this offence under the Education Act 1996, there are a number of possible sentences including a fine of up to £1000 (in the case of a prosecution under section 444(1)) or a fine up to £2500 and/or a period of up to 3 months' imprisonment (in the case of a prosecution under section 444(1A))

NB. You could lose your job if you have a criminal record!

Therefore, please bear this in mind for any planned absences and keep any illnesses to a minimum, supplying medical evidence when possible to enable us to authorise where necessary.

It is important at this stage we work together to ensure your child is in school every day to achieve their full potential. As always if you want to discuss your child's attendance sooner rather than later, please contact the school on the above telephone number to arrange a convenient time.

Yours Sincerely



Mr Elsen
Headteacher