



G A Y T O N P R I M A R Y S C H O O L
G A Y T O N R O A D • H E S W A L L • W I R R A L • C H 6 0 8 P Z

Wednesday 18th December 2019

Dear Parents/Carers,

RE: Monitoring of attendance and punctuality at Gayton.

Please find enclosed your child's attendance overview for this term. I would like all parents to check their child's attendance record and please contact the school office if feel that there are any errors in the recording of your child's attendance as it is vital that your child's attendance record is accurate.

As a school, we are constantly monitoring the attendance and punctuality of all our pupils and want to work in partnership with all parents to ensure the best outcomes for all our pupils. We know that there will be times when a child is ill and they need to be at home. However, it is important that parents do work with us to ensure that your child does attend school when they are well enough to do so.

Once your child is of compulsory school age, you are legally responsible for making sure that they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted. You also need to think about the negative impact upon your child's learning, their friendships and their self-esteem and confidence. **Our whole school attendance target has been set at 97%.** At the end of term, we will be recognising the children who have achieved 100% attendance but we will also be recognising the children whose attendance is 97% or above as we do recognise that all children at some point can become ill and need to take some time off from school to recover.

Persistent Lateness:

I am keen to ensure that children are not late to school in the morning. It is evident that we do have a number of families who are not arriving in school on time. This can have a significant impact on your child's learning. Punctuality is important in the development of self-discipline and positive work habits and ensures that your child does not miss valuable learning time or input from the class teacher. All children should be in school for 8:50am and our registers close at 8:55am. If your child arrives late, you will need to personally sign them in as late in the reception area. If your child arrives late to school on 10 separate occasions this may result in a Fixed Penalty Notice being issued.

Attendance during term time:

It is vital that children do attend school during term time. If parents are planning on taking their children out of school during term time you will need to complete the leave of absence request form. However, as previously shared, leave of absence during term time will not be authorised, except where exceptional circumstances apply.

Persistent Absence- any child whose attendance falls below 90% is deemed to be a Persistent Absentee. If your child's attendance does not improve you may be liable to prosecution.

Headteacher: Mrs McAleny

T. 0151 342 3772 • F. 0151 342 8124

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Fixed term penalty notices:

The attendance service have requested that all Headteachers on the Wirral apply the fixed term penalty notices consistently across all schools.

Therefore I am writing now to inform parents that from the start of the summer term **Monday 20th April 2020** that these procedures will apply. This will ensure that you are well-informed and are able to act accordingly with the information provided.

Penalty Notices will be issued by Wirral Council in the following circumstances:

- a) Your child has 10 sessions (equivalent to 5 days) of unauthorised leave of absence in term time and you have been advised that the leave of absence does not constitute the Headteacher's view of an exceptional circumstance or your child has had an illness that hasn't been authorised.
- b) Your child has taken leave of absence in term time without parents/carers requesting authorisation from the school.
- c) Your child arrives late after the registers are closed on 10 or more separate occasions in any one term or two consecutive half terms.
- d) An exclusion has taken place and the parent/carer has allowed the child to be present in a public place during school hours, without reasonable justification, during the first five days of a fixed or permanent exclusion.

Penalty Notices can be issued to anyone who has day to day care of the child e.g. mum and mum's partner.

Wirral Council will issue Penalty Notices on behalf of the school. Payment of a Penalty Notice is £60 if paid within 21 days and £120 if paid after 21 days but within 28 days.

Please note payment is not retained by the school.

I hope that all families will take the time to review their child's attendance record and that where there are concerns we can work together to hopefully make improvements to ensure the best outcomes for your child.

Thank you for your support with this.

Kind regards

Mrs McAleny

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