

# Every Day Counts at Gascoigne Primary

**ATTENDANCE AND PUNCTUALITY INFORMATION FOR PARENTS  
AND CARERS.**

**MS P. FERREIRA (ATTENDANCE AND PUNCTUALITY STRATEGIC LEAD)**

# Welcome

- ▶ We are working together to support every child to attend school every day.
- ▶ Good attendance = better learning, friendships and confidence.
- ▶ We understand families face challenges — we are here to help.

# Why Attendance Matters

- ▶ Children learn something new every day — missing school means missing learning.
- ▶ Attendance helps children build routines, friendships and wellbeing.
- ▶ Even 1 day a week off adds up to a lot of missed learning!

# Attendance & Punctuality: Why They Matter

- ▶ Regular attendance strongly correlates with high grades and test scores
- ▶ Missing 10 days in Year 6 reduces chance of reaching reading, writing & maths standards by ~25%.
- ▶ Missing 10 days in Year 11 can cut likelihood of achieving grade 5s in English and GCSE maths by ~50%.
- ▶ Each additional day absent in secondary school reduces future earnings by ~£750.
- ▶ Every school absence day relates to ~0.8% lower earnings by age 28.

# Punctuality Matters Too

- ▶ Being on time helps children start the day calm and ready to learn.
- ▶ Arriving late can make children feel worried and miss key teaching.
- ▶ Good punctuality builds habits for life.

# Impact of Punctuality & Habits on Future Outcomes

- ▶ Arriving on time develops discipline, responsibility, and respect for others' time.
- ▶ Students with good punctuality achieve higher exam scores and stay more engaged in class.
- ▶ Builds time management, self-discipline, and organisational habits.
- ▶ Attendance habits in **early years** tend to persist, affecting future schooling and outcomes.
- ▶ Presence today = possibilities tomorrow.

# School Start Times (Both Sites)

- ▶ Shaftesbury Site: Register open 08:40 | Lesson starts 08:50
- ▶ Late (L code): 08:51–09:10 | After 09:11 = U (unauthorised absence)
- ▶ Gascoigne Road Site: Register open 08:50 | Lesson starts 09:00
- ▶ Late (L code): 09:01–09:20 | After 09:21 = U (unauthorised absence)

Please aim to arrive early every day.

# What Good Attendance Looks Like

- ▶ Aim for **97%+** (this means only a few days off across the year).
- ▶ **95%** = your child has missed around 2 weeks of school.
- ▶ **90%** = your child has missed around 4 weeks of school.

**We focus on days missed**, not just percentages.



# How We Respond When Attendance Drops

- ▶ Green (95%+) – On track: praise and rewards
- ▶ Amber (92–94.9%) – Early support: check-in and support meeting
- ▶ Red (Below 92%) – Targeted support: Attendance Support Plan + regular reviews
- ▶ Persistent absence may involve the Local Authority attendance team.

**We are support-first: 'curious not furious'**

# When Should My Child Stay Off?

- ▶ Keep your child at home if they are genuinely unwell (e.g. fever, sickness, diarrhoea).
- ▶ For coughs/colds — children can usually attend if they feel well enough.
- ▶ Medical appointments should be outside school hours .
- ▶ Please tell us as early as possible if your child is absent by 9:00am.

We will always work with you to support your child.

# Term-Time Leave (Holidays)

- ▶ Requests must be made in writing at least 10 school days in advance.
- ▶ Leave is only authorised in exceptional circumstances.
- ▶ Holidays are not usually considered exceptional.
- ▶ Unauthorised leave may lead to involvement from the Local Authority.

If you need help with plans, speak to us early.

# If Attendance Does Not Improve (Sanctions)

- ▶ We always start with support and meetings with you.
- ▶ If there is continued unauthorised absence, the school must follow legal guidance.
- ▶ Penalty Notice may be issued if 10 sessions are missed in 10 school weeks.
- ▶ Further action may follow if attendance remains a serious concern.

Our aim is always: your child in school, safe and learning.

# Fixed Penalty Notice

- ▶ An FPN is triggered when a child has at least 10 unauthorised sessions (a session = morning or afternoon) within a rolling 10-school-week period. This includes unauthorised absence and late arrivals after the register has closed.
- ▶ The 10-session threshold applies even if the absences aren't consecutive.

# Fixed Penalty Notice

## ► Issuer & Process

- Notices can be issued by local authorities.
- Schools usually issue a “**Notice to Improve**” first, giving families an opportunity to rectify attendance before an FPN is sent for repeated unauthorised absences.

# Fixed Penalty Notice

## ► Fine Amounts & Payment Deadlines

- **First offence** per parent, per child:
  - £80 if paid within **21 days**
  - £160 if paid **within 28 days**
- **Second offence** within 3 years:
  - £160 with **no early-payment discount**
- **Only two FPNs** per parent per child are allowed within any three-year period.

# Fixed Penalty Notice

## If Fines Aren't Paid or FPNs Exhausted

- **Non-payment within 28 days** triggers prosecution under Section 444 of the Education Act 1996.
- **Criminal court proceedings** can result in fines up to **£2,500**, parenting orders, or conditional discharges.
- A **third offence** within 3 years means **no further FPNs**—the case goes straight to prosecution.

## Why These Fines Exist

- Intended to improve regular attendance and reduce disadvantage linked to missed schooling.
- Fine revenue is used by local authorities to cover administrative costs and support attendance initiatives—remainder goes to the government.



# Attendance Bands: How We Support Early

- ▶ Green (95%+) – On track: praise and rewards
- ▶ Amber (92–94.9%) – Early support: check-in and support meeting
- ▶ Red (Below 92%) – Targeted support: Attendance Support Plan + regular reviews
- ▶ We focus on days/lessons missed to show the real impact.

Support-first: we work with you to remove barriers.

# Celebrating Attendance & Punctuality

- ▶ Class rewards and certificates for great or improved attendance.
- ▶ Weekly or termly certificates in assemblies
- ▶ Class rewards and celebration boards
- ▶ We celebrate improvement — every step counts!

# How We Support Families

- ▶ Early help and advice — we want to remove barriers.
- ▶ Attendance Support Plans for children who need extra support.
- ▶ SEND and anxiety support (phased returns, adjustments, trusted adults).
- ▶ Breakfast club and practical support where available.

# How Parents/Carers Can Help

- ▶ Keep a bedtime and morning routine.
- ▶ Prepare uniform and bags the night before.
- ▶ No holidays in term time.
- ▶ Talk positively about school.
- ▶ Let us know early if there is a worry — we can help sooner.

# Working Together

- ▶ If you need help, please speak to us.
- ▶ No family is judged — we will listen and support.
- ▶ Together we can help every child to thrive.

Thank you for your support!