



WEST BOROUGH  
PRIMARY SCHOOL

# ATTENDANCE HOW IMPORTANT IS IT?



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September 2015

We want to go on holiday. It's cheaper in term-time.

It's his birthday tomorrow.

Her brother isn't well so I can't bring her to school.



## How does this affect children?



If I'm not in school I will miss out on my learning and I won't achieve my targets

I find it really difficult to catch up in lessons.

If I'm not in school I can't play with my friends and they will miss me!

Ensuring your child is in school on time every day ensures their learning is maximised and they start the day feeling happy. We fully appreciate that illnesses occur and ask you to inform the school by telephone or email as soon as possible: 01622 726391 or [absence@west-borough.kent.sch.uk](mailto:absence@west-borough.kent.sch.uk) If they have an upset stomach they **must** stay off for 48 hours.

We monitor attendance very closely and will issue penalty notices:

*'As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in a current term.'* A separate Penalty Notice can be issued to each parent and for each child. On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

The school will inform you if you are at risk of a penalty notice and issues warning letters. The penalty itself comes from KCC and they receive the penalty—the school does not receive any money for issuing them!

Unauthorised absence may be incurred by: holidays taken in term time, not informing the school of why your child is absent or arriving at school late. Our gates close and the register is taken at 8.50am. After this time your child is late and must be signed in at the school office by an adult. If you arrive later than 9.05am your child's lateness is marked as unauthorised.



## Attendance Shop



Your child receives a sticker for every week of 100% attendance Your child must be at school on time every day for a week to earn their sticker.

Here at West Borough Primary School, we have our very own 'Attendance Shop'. This is open every Friday after school in the Small Hall. Children can swap their stickers for a wide variety of small toys, or save for bigger rewards such as a Pizza Party! If your child gains 100% for the whole year, they can save for a mystery prize! In the past this has included zoo tickets, family cinema tickets and even an iPod!

**Equality, Responsibility, Respect, Resilience, Challenge**