

There are **190** days in a school year which leaves **175** days to spend on family time, shopping, appointments and other things.



Very best chance  
of success



Off to a flying  
start



Less chance of  
success



Harder to make  
progress



Persistent  
Absentee

## 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 Magistrates Court.

### What is a Fixed Penalty Notice?

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

### A Penalty Notice fine can be issued

for two reasons:

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

### What are the fines?

£120 per parent/carer reduced to £60 if paid within 21 days. If the £120 is not paid within 28 days a summons can be issued to appear in Magistrates' Court.

The Local Authority can decide whether to issue a summons to Magistrates' Court instead of a Penalty Notice fine.



**SCHOOL  
ATTENDANCE  
EVERYDAY COUNTS**

Lakeside Academy 01332 571485

Email: [info@lakeside.theharmonytrust.org](mailto:info@lakeside.theharmonytrust.org)

Children **must not** be absent from school for:

Day trips

Shopping

Birthdays

Parent/sibling illness



Whatever the reason, when your child is absent from school it will impact on their learning.

There is a link between good school attendance and high levels of achievement.



## ILLNESS

Your child can still attend school if they have a minor ailment (e.g. headache, stomach ache, sore throat). They can be given over the counter medicines before school and if they become too ill to remain in school then the school will contact you.

If your child is ill and you are unsure how long they should be absent speak to your child's school, doctor or pharmacist for advice.

## MEDICAL APPOINTMENTS

You should always try to book medical appointments outside of school hours. If this is not possible time spent away from school must be kept to a minimum.

You may need to provide medical evidence for school to authorise the absence.

## PERSISTENT ABSENCE

Regardless of the reason, if your child's attendance is below 90% (19 days or more in the year) they are considered to be a persistent absentee.

### ABSENCE AFFECTS THEIR FUTURE

Evidence shows that persistent absence from school can affect your child's GCSE grades which impacts on their future and potential to achieve.

## ROUTINES

Having a hectic morning schedule means that it is harder to ensure your child gets to school on time. Making changes to your household's routine and establishing a

### GOOD MORNING AND EVENING ROUTINE

Makes it much easier to make sure your child is on time for school every day.

## PUNCTUALITY

It is important that your child attends school every day and on time. Arriving late to school is unsettling for children.

## HOLIDAYS DURING TERM TIME

If you take your child on holiday during term time the absence will be unauthorised. Family holidays should be booked during school holidays and never during term time.

Any requests for leave due to exceptional circumstances must be made directly to the Head of Academy otherwise the leave will be automatically unauthorised.

Fines of £120 per parent/carer reduced to £60 if paid within 21 days may be issued where unauthorised leave has been taken during term time.

## REPORTING ABSENCE

If your child is ill or unable to attend school for any reason, you need to contact the school by telephone, email and/or letter to inform them.

## SUPPORT

If you have any concerns about your child's attendance please speak to a member of the attendance team.

You are legally responsible for ensuring your child is on time **every day**.

