



Archibald First School
Archibald Street
Gosforth
Newcastle upon Tyne
NE3 1EB

Headteacher Mrs R Turner

0191 285 1957
office@archibaldfirstschool.co.uk
www.archibaldfirstschool.co.uk

July 2024

Attendance and Punctuality

Dear Archibald Families,

At school, we strive for all children to have the best attendance that they possibly can. In an ideal scenario, we strive for 97% or above attendance which would mean being in school for 185 days out of a possible 190.

- Attendance above **97%** is in the green safety zone
- Attendance between **91% and 96%** is classes as the amber zone
- Attendance below **90%** is in the red danger zone. This is also the limit for legal monitoring via the local authority.

For 2023-2024, our overall whole school attendance percentage stands at 96.7%.

Did you know that over a school year...?

- 95% attendance = 2 weeks absence
- 90% attendance = 4 weeks absence
- 85% attendance = 6 weeks absence
- 80% attendance = more than half a term of absence
- 75% attendance = more than 9 weeks of absence

How do we monitor attendance?

As a school, we monitor attendance on a daily basis through the absence line and the daily registers. If we have not received a phone call to inform us why a child is absent, we always ring home that morning.

We also meet fortnightly as a whole school staff to discuss the attendance of the children within each class. After celebrating the positive attendance data, we look at those children who show as having attendance that is less than 97%. When doing so, we always note the reasons for absence and consider if the attendance is increasing or decreasing. We also look for any patterns such as a common day of absence and work to identify potential reasons for this so that we can support the children to be in school on that day.

Following this one of the following may happen:

- A staff member will speak with you regarding attendance
- A letter from the school will be sent out
- An invitation to a meeting to see what support may be offered. This may be with the school or the school & Yvonne Devine, the Local Authority Attendance Officer

*****Please note that Nursery attendance is also closely monitored*****

Having fun, learning together.
Curious, caring, creative and courageous.



Illness

As parents ourselves, we understand that children are ill and cannot come to school sometimes. If your child is a little under the weather, please bring them into school. Often the distraction of their friends makes them feel so much better. Please let us know if you have given them liquid paracetamol before school, and if so, at what time. If they are poorly during the day, we will always contact you!

Please see this document for advice regarding illnesses [UKHSA – should I keep my child off school](#) which is on our website.

Punctuality

As well as absence, we take note of the children's punctuality. A late mark is entered if children come into school after 8.45am. Children in our Nursery are also expected to arrive by 8.45am.

Medical and Dental appointment

No routine appointments should be made for during the school day. These should be kept for school holiday times and either before or after the school day.

If you do have to take your child out for an appointment, you are asked to show us the appointment card, letter or text message confirming the time and date of the appointment. Children are expected to be in school prior to and after the appointment.

Holidays

Holidays in term time should not be taken. There are 14 weeks of the year in which holidays can be booked and all holiday dates are published well in advance through the Newcastle Local Authority Website. Please see the [Holidays in Term Time Policy](#) on the website.

Please do remember that we are unable to authorise absences during term time for family holidays. Please inform grandparents, family and friends who may be looking to book birthday or Christmas trips away that these do not fall under exceptional circumstances and will not be authorised.

Please note that if you are travelling for an emergency, you must submit confirmation of the outbound and inbound flights AND written proof of the date that the emergency flights were booked on. Information regarding the emergency will also be requested. Without this, the travel will be classed as holiday.

For weddings, please share the invitation with the date and location on, as we are able to consider travelling time for exceptional circumstances in addition to the day of celebration being authorised.

Both Newcastle City Council and the Department for Education are taking a tougher stance on attendance from September 2024. Fixed penalty notices may be issued in the event of unauthorised absence in term time which is equal to or greater than 10 sessions (5 days). Fixed penalties for the first offence are £160 per parent, reducing to £80 if paid within 21 days.

Please follow the following link for further information around this: [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#).

Support

If you need require advice or guidance regarding attendance, please do not hesitate to come and speak to us, as we can access support from our school nurse and attendance officers. We do absolutely recognise that children may have a legitimate reason to be absent from school, and we are also aware that some families face difficulties which may impact on their child's attendance, therefore monitoring attendance means that we are able to offer support from an early stage where concerns arise.

Please see image below from the local authority which highlights some key information around fixed penalty notices for poor pupil attendance.

Newcastle City Council

Fixed Penalty Notices for irregular attendance at school

Important information for parents

- 1 OVERVIEW**

Regular school attendance is vital for children to reach their full potential. If your child is absent for any reason, it is important that you communicate fully with the school. However new national guidance is to be implemented from September to manage irregular attendance at school.

Penalty notices are issued as an alternative to prosecution where parents have failed to ensure their child attends school regularly. They can be used in cases where absence has not been authorised by a head teacher and can be in respect of any unauthorised absence, irrespective of reason.

The notices are used to prevent the need for court action, for example, when support has not been engaged with or is not appropriate (for example, leave of absence during term time).

Changes from 19th August 2024 are shown. →
- 2 LEAVE**

Head Teachers are unable to grant leave of absence during term time unless there are **exceptional circumstances**.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation **would not** constitute an exceptional circumstance.
- 3 ABSENCE**

A Fixed Penalty Notice may be issued if there are **5 days / 10 sessions** of absence in a period of **10 school weeks** - where absence has not been authorised.

The days/sessions do not need to be consecutive for a notice to be issued and can be several periods of leave over a period of 10 school weeks.
- 4 AMOUNT**

The first penalty notice is **£160** if paid within 28 days, reduced to **£80** if paid within 21 days.


A **second** penalty notice is **£160** to be paid within 28 days.

A **third** penalty notice cannot be issued. **Legal action will be taken and a referral made to Court.**

Each penalty is per parent per child. The above applies within a rolling 3 year period.
- 5 DFE**

Local Authority Attendance team: accessandinclusion@newcastle.gov.uk

For further information please see the DfE Working together to improve school attendance document: [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/working-together-to-improve-school-attendance-2018.pdf)



We hope that you will continue to support our school by promoting positive attendance and by informing us if you feel that there are any issues which are preventing your child from attending school regularly. If you would like to discuss this further, please get in touch.

Yours sincerely

Rebecca Turner
Headteacher