

Dear Parent / Guardian

Attendance and punctuality to school plays a key part in ensuring your child has the best possible chances of success at Shenley Brook End. In fact, a recent Children's commissioner report showed that children who miss one day of the first week of term for unauthorised reasons had a predicted overall attendance of almost 45%, or 31 days across the term.

Shenley Brook End School will endeavour to provide an environment where all students feel valued and welcome. For a child to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance and to remind parents/carers, that it is their responsibility to ensure that their children receive their education. The school attendance is subject to various education laws and this attendance policy is written to reflect these laws and the guidance produced by The Department for Education.

With this in mind, I would like to draw your attention to a few points around attendance.

1. **If your child is truly unwell** and unable to attend school, then please email our Attendance Officer (Mrs Watts) on attendance@sbeschool.org.uk by 8:00am on the day. If the need to attend a hospital or GP appointment during the school day comes up, then please email in a copy of this appointment to the address above.
2. **School starts at 8:25am!** Students should be coming into school from 8:25am to be in their form room by 8:35am before the set of pips. To ensure all students are in form by 8:35am, **we close our school gates at 8:30am**, which will leave enough time for your child to arrive to their form room. Those who arrive after 8:30am will need to enter through main reception.
3. If your child is **late to school on two occasions during a week**, they will then receive a 40-minute detention. This will be communicated through Arbor to you.
4. **Punctuality to school and lessons** is equally as important as attending in the first place! It is important to remember that students who do not attend their lessons and persistently truant would fall under a fixed penalty notice within our school policy (see below). It would be best practice to regularly review your child's Arbor account to look for times where they may have been marked absent or received a detention for truancy. Talk this through with them and ensure they understand the repercussions of not attending all their lessons.

Fixed Penalty notices

Under existing legislation, parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (absences without a valid reason). Depending on circumstances such cases may result in prosecution under the Education Act 1996. A Fixed Penalty Notice is an alternative to prosecution, which does not require an appearance in court.

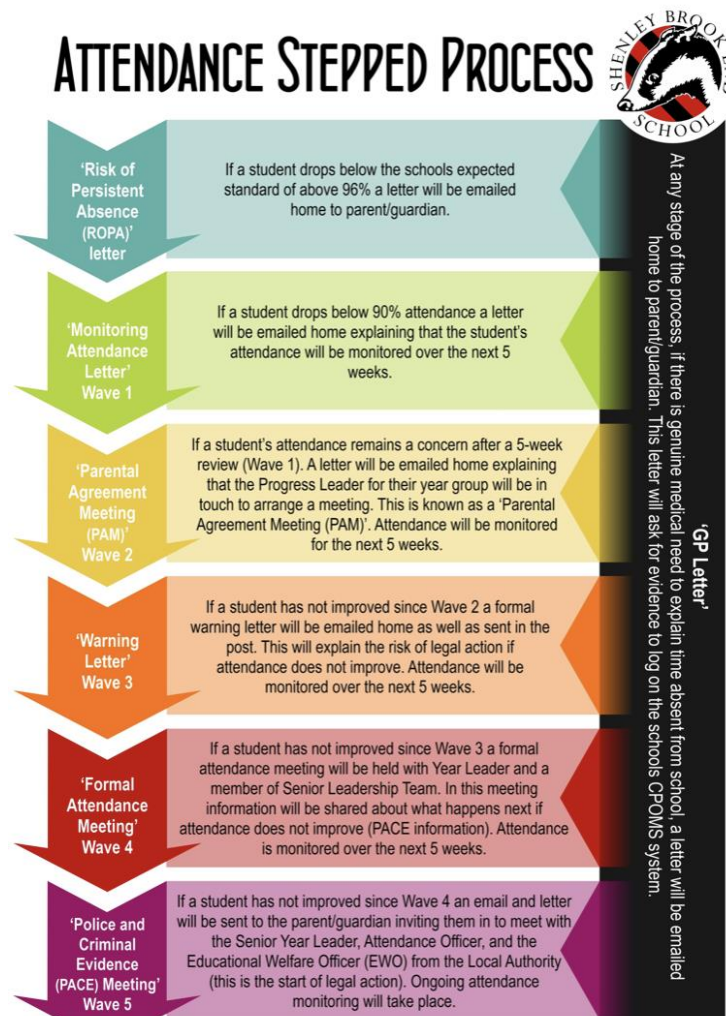
Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Authority officers, Head Teachers, and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004 and have recently been amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

A Penalty Notice may be issued in the following circumstances:

If a minimum of 10 sessions or 5 school days of unauthorised absence are taken during the current term for:

- **Overt truancy**
- **Parentally condoned absences**
- **Holidays taken in term-time.**

Lastly, we regularly monitor student attendance using a stepped approach within school and communication home follows six steps (see diagram below). For most students this will not be applicable as their attendance will not fall below the 96% attendance, but should you receive any correspondence home then it will fall in line with these steps.



For further information about attendance, you can visit our school website at <https://www.sbeschool.org.uk/page/?title=Student+Absence&pid=44>. I would like to thank you in advance for working in partnership with us in ensuring your child has the best

possible chances of success, by regularly attending and being punctual to school and timetabled lessons.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mr Nash', written in a cursive style.

Mr Nash
Assistant Headteacher