



Attendance information you need to

know.

Times of the school day and punctuality

- Children need to be in the playground for either the 08:25 or the 08:40 bell. If a child arrives after this time you need to go to the school office, sign the child in and they will be given a late mark.
- Our register remains open for 30mins. If a child arrives once it has been closed, they get a U mark. The local authority classes the U mark as an unauthorised absence.

What happens if my child is ill?

There are very few occasions that schools are allowed to authorise an authorised absence away from school. One of those is genuine illness. If your child is ill, please contact the office before 08:45am on 1st first day of absence with an explanation. On the rare occasion that a child needs more than 5 days absence from school, we will need some evidence from the doctor (e.g., prescription). If this isn't provided, the absence will be unauthorised from the 6th day. We won't routinely authorise absences for a general cold or cough.

When can school authorise an absence?

Examples of when we can authorise an absence: Genuine Illness, 1 day for an immediate family members wedding, a funeral, medical appointment

If it is known a child is going to be absent from school, the parent will need to fill in a Absent request form. You should give the school 4 weeks' notice.

Penalty notice (a fine)

If a child has 10 sessions of unauthorised absence (5 days) over 10 weeks, the school is expected to , and will, notify the Local Authority to issue a penalty notice. This will happen for all unauthorised absences, including all holidays taken in term time, including trips abroad to see ill relatives.

Parkdale school doesn't see any of the money generated by penalty notices. This is done by the Local Authority and this either goes to the government or to the Local Authority to fund attendance support.

How much do parents* have to pay?

- 1st penalty notice - £80 per child, per adult if paid within 21 days. After that £160
- 2nd Penalty notice - £160

Fines per parent* will be capped to 2 fines within any 3-year period. Once this limit has been reached, other action will be taken. This could be prosecution, which means you will get a criminal record with a much larger fine of up to £2500 or time in prison.

*Parents- this can mean any adult who has responsibility for a child. e.g. Step parent.

Who can I speak to about this?

If you want to speak to someone about this you can contact the school office or contact Mrs Walker. jwalker@parkdale.notts.sch.uk
If your child is going to be absent from school and you think it could be classed as an exceptional circumstance (authorised), please contact Mrs Walker. Granting an exceptional circumstance is rare and each case is looked at on an individual basis. If a child's attendance is already below 96% this will not be given.