

## Success at school starts with attendance!

We ask that every child is in school, on time, every day

### Contact school with the reason for absence

We ask that families contact the school office before 9am if your child will be absent. Please do so via the school admin email address [admin.pat@ebor.academy](mailto:admin.pat@ebor.academy) or via phone on 01964 630315. Please specify the reason for their absence. Unwell, ill or feeling poorly unfortunately do not offer us the required information and so we will need to follow up on any absences if your child's illness and symptoms are not shared.

### Home visit

If families do not let us know the reason for their child's absence we are duty bound to follow up any absences with phone calls to all contact numbers and in the eventuality that we are unable to get in touch we would need to make a home visit. This would involve two members of our school team being required to visit the family home. As you will

understand this puts pressure on our staff team and so we ask that you let us know the reason for your child's absence **before 9am to avoid any staff having to leave school.**

### Attendance

Where children's attendance falls to 90% or below this means your child sits within the **Persistent Absentee category** and so we would be required to hold a meeting to review your child's attendance. It is important to note that if your child has had two absences or more since the start of this term your child will have fallen into this category and their attendance will already be below 90%. With good attendance this will improve.

### Fines for absences

Where there are concerns regarding your child's absence figure we would need to communicate



Penalty Notice Fines - with effect from August 2024		
First offence	Second offence	Third offence
A penalty notice fine could be issued, for term time leave or irregular attendance, and would be £160 per child paid within 28 days. This is reduced to £80 per child if paid within 21 days.	A penalty notice fine could be issued, within 3 years, for term time leave or irregular attendance, the amount will be £160 per child paid within 28 days.	A penalty notice fine will not be issued for the third or any subsequent time an offence is committed, for term time leave or irregular attendance within 3 years – instead the case may be presented to a Magistrates' Court. Fines can be up to £2,500 per parent, per child. This can affect future DSB certificates under the category of "failure to safeguard a child's education."

this with the Local Authority. This would then be investigated by ERYC LA and is likely to lead to a fine. Please see the details here regarding the fining process.