



Attendance at Sutton Bonington Primary School

Information Leaflet

At Sutton Bonington Primary School, we firmly believe that regular school attendance and punctuality is essential for the educational progress and overall wellbeing of our pupils. We hope that this leaflet helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters

Consistent school attendance and punctuality allows your child to:

- Fully engage in learning and make academic progress;
- Develop critical social skills by interacting with their friends and teachers;
- Grow in confidence in a supportive and nurturing school environment;
- Build a sense of routine and responsibility, essential for future success.



We believe that all children should have attendance over the year of at least 95%. In line with government guidelines, attendance below 90% is classed as 'persistent absence' and can have an impact on how well children achieve at school. Similarly, attendance below 50% is classed as 'severe absence' and would be a significant concern. Attendance reports are sent to parents and carers at the end of each half term so that you are aware of your child's current attendance.

All children of statutory school age are required to attend school for 190 days each year. The table below outlines how attendance relates to the number of days of school missed over a year:

Attendance	Number of days of school missed
95%	9.5
90%	19
85%	28.5
80%	38
75%	47.5

Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school staff are here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to your child's class teacher or contact the school office. We are here to help and may be able to suggest strategies or make changes that will help to improve things for your child.

Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided. Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell and unable to attend school. The NHS provide guidance around when children should and should not attend school – please click [here](#) for more information.
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card). Routine appointments (e.g. dental check-up, opticians) should be booked outside of school time where possible.
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the headteacher will review and approve the absence.
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence. Only the head teacher can authorise an absence in exceptional circumstances.

How to report unplanned absences

In the event of an unplanned absence, we request you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office before 8.45am to inform us about your child's absence or send an email. If we do not hear from you, we will try to contact you via telephone. For safeguarding reasons, we may undertake a home visit if we are unable to get in touch with you or have concerns.
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records.
3. **More than 1 day of absence:** if your child is absent for more than 1 day, please contact the school office on the morning of each day of absence.

Term-time holidays

Term-time holidays will not be authorised during the school term. Holidays should be booked during periods of school holidays – all dates are available on our website. Although we appreciate that the costs of holidays can vary across the year, we cannot authorise holidays for this reason. Absences due to holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your cooperation and understanding regarding our approach to term-time holidays.

Unauthorised absence

Where there are concerns around unauthorised absences, the headteacher may request that the local authority issue a fine (known as a fixed-penalty notice). If issued with one, you'll need to pay this directly to the local authority – £60 within 21 days, or £120 within 28 days.



The decision whether to request that a fine is issued may take into account factors such as the number of unauthorised days within a rolling defined period and one-off instances of irregular attendance. Any decisions made with regards to penalty notices will be considered on a case by case basis.

Similarly, where there are ongoing concerns about school attendance, the school can request support for families from the Nottinghamshire Early Help Unit or make a referral to the Nottinghamshire Attendance Enforcement Team.

Attendance Focus Fortnight

Each half term we hold an 'attendance focus fortnight.' Across the fortnight we will look more closely at the reasons for absence and contact parents where we feel a discussion about attendance needs to take place. We also celebrate good attendance across the school with a reward for the highest attending class on each of the weeks and send texts home and give special mentions in school where excellent attendance has been achieved. Furthermore, we recognise excellent attendance over the year and award children with attendance certificates at the end of the summer term.

We value and recognise good attendance at Sutton Bonington Primary School - let's work together to celebrate and encourage regular attendance.

Further Information

Please get in touch with your child's class teacher or the head teacher through the school office with any further questions, and we'll be happy to discuss them with you.

Thank you for your cooperation in making sure your child receives the best possible educational experience. We really appreciate your support.

Contact information

School office: 01509 672661

Email: office@suttonbonington.notts.sch.uk

Website: www.suttonbonington.org.uk