



## Our Mission

At Severnbanks, we believe good attendance is vital for a child to achieve their **full potential**.

We aim to promote good attendance by providing a **safe and motivating environment** for all children.

As a team, we will together **break down any barriers** a child or family may have to accessing their education.

**Every child matters, every day matters.**

## Parental home agreement

Parents/ carers AND school both have a legal duty for attendance.

It is a legal requirement for each and every child to access regular education.

## I need support with my child's attendance

If you need support with your child's attendance, please reach out to a member of the attendance/ pastoral team, or inform your child's class teacher.

## Every day counts

*Where Stars Shine*

### **FAQ's**

#### **What is PA?**

PA stands for 'Persistently absent'. This is when your child's attendance is below 90%

#### **What is risk of PA?**

Risk of PA is when your child's attendance is at risk of dropping below 90%- we aim to offer early intervention support at this stage.

#### **What is an EPN?**

EPN stands for 'Education penalty notice', EPN's are issued for unauthorised absences, this includes term time holidays.

#### **I'll just go on holiday and pay the fine?**

EPN's have now been capped nationally at **TWO** fines within any 3 year period. After this, other action like a parenting order or prosecution has to be considered- this could mean a fine of

up to £2500!

**What is an unauthorised absence?**

A child being kept off school unnecessarily or without good reason. Term time holidays is not a justified reason to take your child out of school.

**What happens if I keep my child off, and don't contact school?**

School will call/ message home to try and obtain a reason for absence- if no reason is provided school may carry out a visit to your home- this is to check on the welfare of you and your child.

**ATTENDANCE TEAM-**

**Head Teacher- Mrs Sara Poole**  
**Senior Attendance Champion – Mrs Jackie Challenger**  
**Admin – Mrs Rachel Woods / Mrs Stef Robin**  
Telephone: 01594 824789

E-mail: [admin@severnbanks.gloucs.sch.uk](mailto:admin@severnbanks.gloucs.sch.uk)  
Website: <https://www.severnbanksprimaryschool.co.uk>

*\*Please also refer to the full attendance policy that can be found on our school website\**

# Severnbanks Primary School

## Parent Guide

### School Attendance

#### **Punctuality**

If your child arrives to school after registration closes, your child will receive an unauthorised late mark- this effects your child's attendance.

You must accompany your child to sign in at the office when arriving late.

#### **Absence**

If your child is going to be absent from school- you must contact the school office before 9.00 am to provide a reason for the absence. You can either call 01594 842789 or notify school through parentmail or email school on [admin@severnbanks.gloucs.sch.uk](mailto:admin@severnbanks.gloucs.sch.uk)

#### **Medical evidence-**

If your child is absent from school and is at risk of becoming persistently absent (at risk of falling below 90%) you will be required to provide medical evidence for your child's absences.

This way, we can make sure absences are authorised.

#### **PA / risk of PA**

We want to avoid children becoming 'persistently absent' (below 90%).

Interventions will be put in place when your child's attendance becomes 'at risk' of becoming PA. This may include supportive parent meetings.

Being persistently absent may make you liable for fines or school attendance referrals.

#### **Fines / holidays**

Holidays are in no circumstances authorised by school.

Unauthorised absence due to holidays will result in a fine being issued from Gloucestershire County Council

<b>100% attendance</b>	<b>0 days missed</b>	<b>No learning missed!</b>
<b>97% attendance</b>	<b>5 days missed</b>	<b>A weeks learning missed</b>
<b>94% attendance</b>	<b>12 days missed</b>	<b>2 weeks and 2 days learning missed</b>
<b>90% attendance</b>	<b>19 days missed</b>	<b>3 weeks and 4 days learning missed</b>
<b>85 % attendance</b>	<b>30 days missed</b>	<b>6 weeks of learning missed</b>
<b>80% attendance</b>	<b>40 days missed</b>	<b>8 weeks of learning missed</b>

### Every minute counts

**'90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge!**

Make each day count.

<b>Always on time!</b>	<b>No hours missed!</b>	<b>No learning missed!</b>
<b>5 minutes late each day</b>	<b>15 hours missed</b>	<b>3 days learning missed</b>
<b>10 minutes late every day</b>	<b>32 hours missed</b>	<b>6.5 days learning missed</b>
<b>20 minutes late each day</b>	<b>65 hours missed</b>	<b>13 days learning missed</b>
<b>30 minutes late each day</b>	<b>95 hours missed</b>	<b>19 days learning missed</b>