



Warbstow Primary Academy and Nursery

Small and mighty is the Warbstow Way

Head of School: Mr J Pritchard

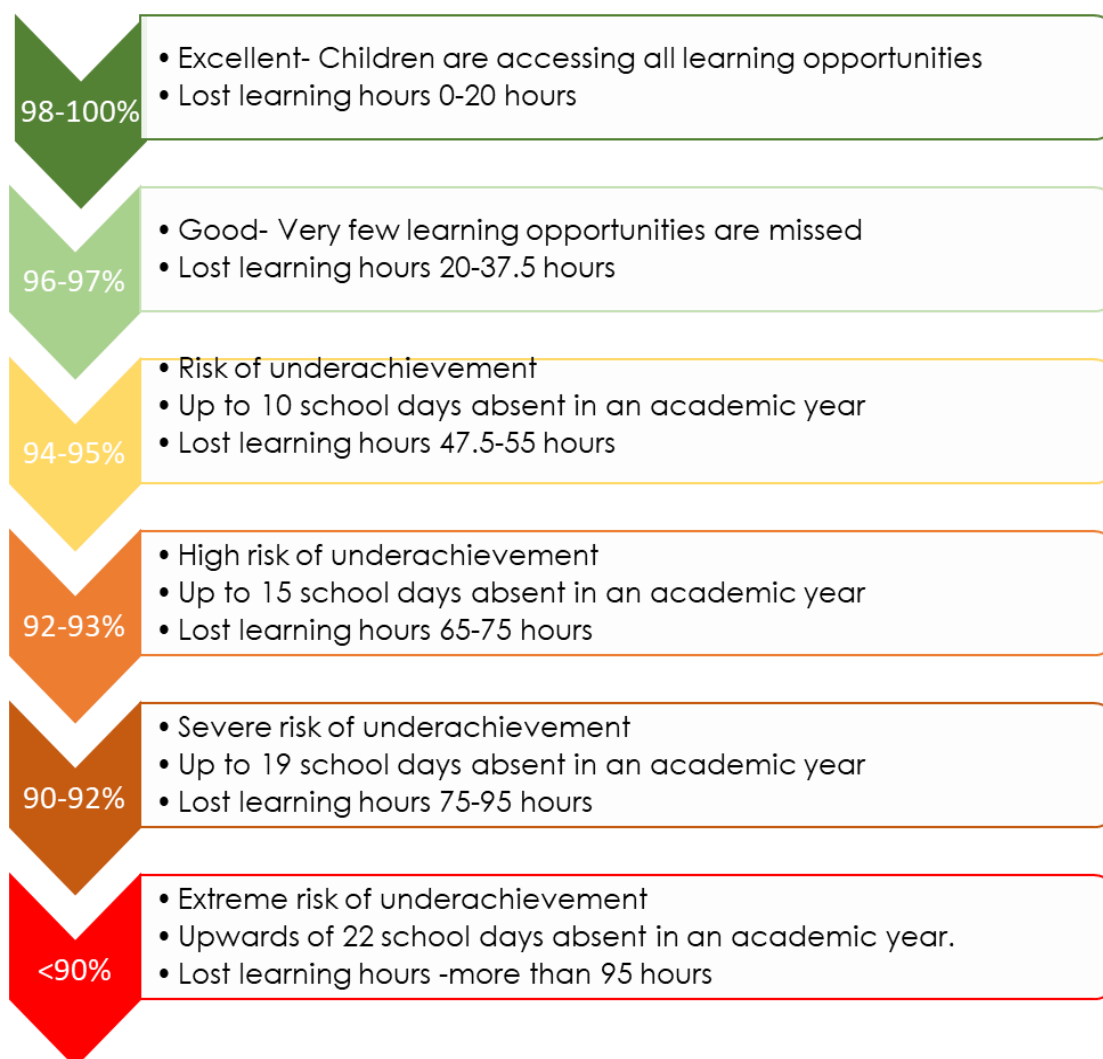
Attendance Policy 2025-2026

Attending school regularly is **so important**, both academically and socially. Children who are absent from school,

- Miss vital learning
- Miss social interactions with their friends
- Can find it difficult to catch up when they come back.

Catching up an absent child can also affect others in the class, as adults time has to be spent on one child.

Aspire Academy Trust believes that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to exceptional circumstances.



We will not authorise absence for

- A shopping trip
- A birthday treat
- Oversleeping due to a late night or being tired
- Looking after other children
- Letting the gas man in.

Unauthorised absences can lead to legal action in some cases.

Lateness

We believe that arriving at school on time is essential for children to fulfil their potential. Being on time to school ensures that children settle into the school day and prevents them from missing essential learning.

Children who arrive on time are happier, less anxious and ready to learn. Poor punctuation not only has an impact on learning for the child who is late for school, but also on the learning of all the other children in the class. Being on time means not missing out.

- **8.30am – School gates are open**
- **8.40-8.50am – Registers are open**
- **8.50-9.00am – Late but authorised**
- **After 9.00am – Late but unauthorised for the morning session.**

What if my child is poorly?

If your child is poorly, please let school know as soon as possible on the morning of their absence, giving a specific reason (vomiting, tonsillitis.....more detail than poorly or under the weather please) and every subsequent day they are absent from school.

If we do not hear from you, you will receive a text asking why your child is absent from school. If you do not reply to the message, you will receive a phone call from us.

What will we be doing in school?

Each Friday, class teachers will be made aware of children's attendance for the year to date, and may contact you for a meeting to discuss your child's attendance and work with you to improve it.

If your child's attendance continues to be a concern at this point you will be invited to a meeting with the Education Welfare Officer, so we can look at other ways we can work together to improve attendance.

What do I need to do if I need to ask for leave of absence for my child?

Since September 2013, changes to Government regulations and guidance means that **we can no longer authorise leave of absence for the sole purpose of a holiday (unless it is in exceptional circumstances)**

Parents must complete a form that is available on our website at least one month before the planned leave.

If a written request for leave of absence is not completed and leave is taken without a request being submitted, the leave will not be considered by the Head of School, and will be marked as unauthorised.

We may apply for a penalty notice for unauthorised absence.

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.

If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days.

Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.

Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.