



# Joy Lane Primary School

*A Love of Learning, for Life, for All*

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

MAJ/fcp

Tuesday 16<sup>th</sup> May 2017

Dear Parents & Carers

## **IMPORTANT ATTENDANCE UPDATE**

I am writing to advise you that Kent County Council has just revised their 'Education Penalty Notices' Code of Conduct and as a result I wanted to clarify with you their approach to addressing poor attendance at school and the use of legal sanctions.

The revised Code of Conduct, will remove the requirement of "lower than 90% overall attendance rate (also known as the 'Persistent Absence rate')" during the past twelve months as a criterion for issuing a Penalty Notice.

From 1<sup>st</sup> May 2017 a family will be referred directly to Kent's Inclusion and Attendance Service to issue a Penalty Notice for any unauthorised absence (including family holidays) where the pupil has been:

- absent for 10 or more half-day sessions (five school days) without authorisation during any 100 possible school sessions or 50 school days – these do not need to be consecutive
- persistently late for 10 or more sessions after the register has been closed
- unauthorised absence for any public examinations of which dates are published in advance
- unauthorised absence for any formal school assessments, tests or examinations where the dates have been published in advance

Every local authority must have a consistent threshold for the Penalty Notice process to be triggered and this revised Code of Conduct will, therefore, use the minimum requirement of **10 sessions of unauthorised absences within 100 sessions or 50 school days** as the trigger for a **Penalty Notice**.

If you would like to read the 'Education Penalty Notices' Code of Conduct in full please click on this link: Code of Conduct (PDF, 269.7 KB) (only available on digital copies)

At Joy Lane we expect pupils to attend school every day when the school is open and where there are more than 10 sessions or 5 days unauthorised absence in a 50-day period, we may request a Penalty Notice.

Yours sincerely

*Mr M Ashley Jones*

Mr M Ashley-Jones  
Head of School



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# EVERY MINUTE COUNTS

Take note: As few as 19 days missed over the school year reduces your child's chance of success.

Your child's progress could drop across ALL subjects!

Your child will be missing learning opportunities if they are not in school or are late to school. We work closely with our School Liaison Officer and unauthorised absences could result in **FIXED PENALTY FINES!**

Please work with us to provide your child with the best chances of learning by ensuring they are in school every day and on time.

## LEARNING DAYS LOST OVER THE ACADEMIC YEAR:

<b>LATE TO SCHOOL</b>	<b>=</b>	<b>LOST LEARNING</b>
5 minutes late each day		3 days lost
10 minutes late each day		6.5 days lost
15 minutes late each day		10 days lost
20 minutes late each day		13 days lost
30 minutes late each day		19 days lost