

# BIDSTON AVENUE PRIMARY SCHOOL

## 'Achieving Together'

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HEADTEACHER: Mr. S.G. Brady B.Ed. (Hons), NPQH, FCCT

9<sup>th</sup> May 2023

Dear Parents/Carers,

### **RE: Attendance & Punctuality**

Wirral Borough Council updated its attendance and punctuality protocols in 2018. These protocols have been updated since and there is a copy of the policy on our school website (<https://www.bidstonavenue.wirral.sch.uk/attendance/>).

You are responsible for ensuring **full time, regular and punctual attendance** of your child(ren), who is of compulsory school age, suitable to their age, ability, aptitude and any special needs they may have at school or otherwise.

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Regular attendance has been defined by the Supreme Court (6th April 2017) to mean "in accordance with the rules prescribed by the school".

**Our expected regular attendance figure is 96%.**

There are circumstances when Wirral Borough Council (the Local Authority) will enforce an 'Education Penalty Notice', they are:

- (A) The child has had 10 or more sessions (**equates to 5 days**) of absence in a period of no more than one term or two half terms and meets the terms of prosecution under Section 444 (1) of the Education Act 1996 and the Local Authority has previously issued a warning letter giving the opportunity to improve attendance over a 15-day period.
- (B) The child has **10 sessions of unauthorised leave** of absence in term time and the Headteacher has advised the parent in writing that the leave of absence does not constitute the Headteacher's view of an exceptional circumstance.
- (C) The child has taken leave of absence in term time **without parents requesting proper authorisation from the school.**
- (D) The child arrives **late after the register is closed** (using code U) on 10 or more separate occasions in any one term.
- (E) An exclusion has taken place and the parent has allowed the child to be present in a public place during school hours, without reasonable justification, during the first five days of a fixed or permanent exclusion.

If you need support with attendance and punctuality issues then please contact Mr D. Noble (in the office) or Mrs Hackett, as we can help you.

Yours sincerely,

**S.G. Brady**  
Headteacher

Twitter: @Bidstonavenue, @ictfunlearning, @BAPS\_OnTheBall & @BAPS\_PE

