



Duncombe Primary School
Sussex Way
London
N19 4JA
T: 020 7272 5620
E: success@duncombeprimary.co.uk
www.duncombeprimary.co.uk



Dear parents/carers,

Our Expectations of Attendance and Punctuality

This letter is to clarify the school's expectations and procedures around attendance and punctuality. Parents sometimes misunderstand these, which can lead to problems and confusion later in the term. We send this letter out three times a year, to ensure you are very clear about how we handle attendance and punctuality and why.

Why is it important to get to school on time, every day?

Good attendance and punctuality are essential for your child's learning, as well as their involvement in school life and their self-esteem. We see the negative impact of poor attendance and punctuality on pupils. It leads to them missing learning and falling behind in their achievement at school. Children miss out on class and school events. Their friendships often suffer, as they are not here to sustain them. They often feel embarrassed by being regularly late.

A child who misses a day a week loses out on 7½ full weeks of education over a school year. You have a legal responsibility to ensure your child receives appropriate education suitable for their age, ability and aptitude, and if your child is consistently late, or misses days at school, then they will not get the education they should.

When are children allowed to be late or absent from school?

Children are allowed to be late or absent when they are ill, though we may need evidence of this. Please book dentist or GP appointments after school to avoid disruption to your child's education. Please remember that holidays during term time, going shopping, visiting family or not wanting to go to school are not acceptable reasons to be absent from school.

Duncombe School does not authorise holidays or any leave taken during term time. Many parents are under the impression that they have a right to a certain number of days of holiday taken during the school term. This is not true. Please be aware that Penalty Notices (fines) are issued for unauthorised holidays.

What may happen attendance becomes a serious concern?

Parents could previously be issued with a penalty notice by Islington Council for their child's non-attendance at school.

1. **Threshold for Penalty Notices:** A penalty notice will now be considered if a student has **10 unauthorised sessions (equivalent to 5 school days)** within a rolling 10-week period.
2. **Holiday Absences:** Taking your child out of school for a holiday without authorisation will result in a penalty notice.
3. **Increased Fines:** The penalty fine is **£80** if paid within 21 days. If not paid within 21 days, the fine will rise to **£160** if paid within 28 days.
4. **Repeat Offences:** If a second penalty notice is issued within a 3-year period, the fine will automatically be **£160** with no option to pay the lower rate. A third offence within the same period may lead to further enforcement actions.

The QR code at the top of this letter links to information online that further explains how good attendance is so crucial to your child's education. I wish you all the best for this new term and looking forward to seeing your child in school every day ready to learn and achieve their best.

Yours Sincerely,

Camilla McGee
Attendance Officer

