



Embracing Diversity, Building a Brighter Future Together

February 2025

Dear Parents,

**EVERY DAY MATTERS - your help is needed**

Research shows that consistent, regular attendance at school is the most important factor in ensuring the best individual outcomes for young people. In order to help understand your child's attendance we have included the following in our end of year reports.

	<b>Attendance</b>
<b>Exceptional</b>	Attendance is 99 % or higher. Always in school on time.
<b>Good</b>	Attendance is 95 % or higher. Very rarely late to school.
<b>Room for Improvement</b>	Attendance falls below 95 % or occasionally late to school.
<b>Cause for Concern</b>	Attendance is below 90 % or frequently late to school.

By logging in to the Arbor Parent App, you can get up to date information about your child's attendance. This will give you a good idea about how your child's attendance compares with the above and against what is average for the school and your child's year group. (see below)

Boothferry attendance to 06/02/25	National attendance to 06/02/25
<b>93.6 %</b>	<b>94.5 %</b>

<b>Year Group</b>	<b>Attendance to 06/02/24</b>
<b>Reception</b>	<b>92.9 %</b>
<b>Year 1</b>	<b>93.7 %</b>
<b>Year 2</b>	<b>94 %</b>
<b>Year 3</b>	<b>93.4 %</b>
<b>Year 4</b>	<b>93.6 %</b>
<b>Year 5</b>	<b>94.1 %</b>
<b>Year 6</b>	<b>95 %</b>

Individual child target	100 % attendance 2024-2025 to date	Number of children with less than 90 % attendance.
95 %	33 children	64 children

From the age of 5, parents have a responsibility to ensure that their children receive full time education and arrive on time (before 8.55 a.m.). Regular attendance is essential if children are to progress with their learning. Children have only 190 days per year in school. At Boothferry, we always encourage good attendance, rewarding and challenging where necessary.

### The effect of poor attendance over time

Days Absent	Maximum overall percentage	Effect over Primary phase
1	99.5 %	7 days missed
5	97.5 %	35 days missed = half a term
10	95 %	70 days missed = a full term
20	90 %	140 days missed = 2 terms
30	85 %	210 days missed = over a <b><u>YEAR</u></b> of schooling missed.

### Term Time Holidays

The school has no authority to authorise absence for a family holiday during term time as time missed from education has a detrimental impact on progress. Any such absence is unauthorised and is liable for a fixed term penalty notice. We would appreciate advanced notification of any absence wherever possible so we can account for your child's absence. Further guidance on this can be found on our Website under 'Attendance Matters'.

### Punctuality

Punctuality is an important social convention and late arrivals disrupt the routines of the school. At Boothferry, we support and challenge families that are regularly late. We would therefore request that parents make every effort to ensure their child(ren) are in school for 8.55 a.m. To aid this, we open the classroom doors at 8.40 a.m., partly to ease congestion and partly to allow the children to settle. We set 'early' work at these times.

**It is worth remembering that if your child arrives after the registers have closed (after 9.00 a.m.), they will not be able to receive their morning mark for the session, affecting their overall attendance.** Staff, including our Behaviour Team and Senior Management are always available on the gate in the morning if you feel you need support.

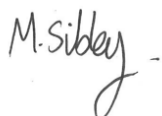
## Absence

**When children are poorly, parents must phone the office before 9.30 a.m. to report their child's absence or let us know by using the Arbor app.** If we have received no reason for the absence by 9.30 a.m. the absence will be recorded as unauthorised. Admin staff will chase up any unexplained absences and members of our Behaviour Team will visit family houses if we are unable to contact parents. We would also expect to be notified if your child has a medical appointment. At Boothferry, our target is 95 % attendance. If a pupil's attendance drops beneath this, they become 'a cause for concern' and will be monitored. Families with persistent attendance issues run the risk of being contacted by the Local Authority Officer.

Finally, I have attached part of the statutory guidance document '*Working together to improve school attendance*'. The section attached highlight changes that come into effect from September 2024 regarding fines.

We appreciate your help in this important matter.

Yours sincerely



*Working together to improve school attendance extract pg 59*

## Two penalty notice limit and escalation in cases of repeat offences

189. A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour, they are unlikely to be the most appropriate tool. Therefore, from Autumn Term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160, if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160, if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Enquiry – Resilience – Adaptability – Thoughtfulness – Respect – Cooperation – Communication – Morality – International Mindedness



Head Teacher Mr Mike Sibley  
Deputy Head Mr Steven Capewell  
Assistant Head Miss Emily Ware  
boothferry.primary@eastriding.gov.uk  
www.boothferryprimary.co.uk  
@boothferryPS