



Attendance Addendum Due to COVID-19



Classroom doors will now be open from 8.30am until 9.15am to ensure the safety of our children by minimising contact on the playground. Different year groups will be allocated time slots to arrive but those children **with siblings** will be allowed to arrive at the earliest time and all class doors will open at 8.30am to accommodate this. The last time for registration is 9.15am at the start of school.

Late Morning registration will be recorded from **9.15am**. The registers will remain open for **15** minutes in line with the Department for Children, Schools and Families (DCFS guidance). Classroom doors shut at 9.15am and any child arriving after this time must come through the front office and sign in using Inventory system. Pupils arriving after the start of school but before the end of the registration period at 9.30am, will be treated for statistical purposes, as present, but will be coded as late before registers close. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Proof is required for all medical appointments during the school day. Any pupil arriving after this time will be marked as having an unauthorised absence (U) unless there is an acceptable explanation. Pupils who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with School will be arranged to discuss what support can be offered. The afternoon registration will be at 1.10pm The registers will close at 1.25pm.



Canon Sharples

Church of England Primary School and Nursery

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Headteacher: Mrs J Woodcock



September 2020

Dear Parent/Carer,

Education Penalty Notice Warning for Non-School attendance

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

You could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties please contact Mrs Ault, Learning Mentor and ask for support.

Yours sincerely,
Mrs Jennifer Woodcock
Headteacher

