



Every day at Phoenix matters

HAPPY
THRIVING
BELONGING
ACHIEVING

A brighter future starts with being in school today.

We want every child to feel safe, happy, included and ready to learn. Regular attendance helps children build friendships, develop confidence, make progress and feel part of our Phoenix community.



Resilience

Keeping going and developing positive routines



Responsibility

Being ready and on time



Kindness

Looking out for each other



Ambition

Making the most of every learning opportunity



Your child's school day

A calm and positive start helps children feel settled and ready to learn.



8.45am
Doors open



8.50am
Registration
and learning begins



3.20pm
Home time



Being on time matters too

Children arriving late miss learning, routines and the opportunity to settle calmly with their class.

If your child arrives after the register has closed, they will be recorded as absent, as set out in the DfE guidance.



If your child is absent

Please contact the school on the first day of absence and tell us why your child is unable to attend.

- ✓ If we have not heard from you, we will contact you because knowing where our children are is an important part of safeguarding.
- ✓ Where we are unable to establish a child's whereabouts, or where there are wider concerns, we may make further contact or carry out a home visit.
- ✓ Please keep us updated if circumstances change.



Is my child too ill for school?

Children can usually attend school with minor illnesses such as a slight cough, cold or sore throat, provided they are otherwise well.

If you are unsure whether your child is well enough to attend, please speak to us or check the NHS guidance "Is my child too ill for school?".

Please tell school about any ongoing medical needs so that we can discuss appropriate support.

We're here to help

Small steps. Big futures. ♥

Phoenix Primary School
Where we rise to the challenge

Support today for a brighter tomorrow

We know that there can sometimes be barriers to attendance. Our first step is always to listen, understand and work with you.

We're here to help ♥



We will work with you

Attendance difficulties can happen for many reasons – including health needs, anxiety, SEND, family circumstances, transport or changes at home.

Please talk to us. We may be able to help through:

- ✓ a conversation with your child's teacher or Attendance Lead
- ✓ pastoral or Thrive support
- ✓ support with morning routines or punctuality
- ✓ an Attendance Support Meeting or plan
- ✓ working with other services where appropriate
- ✓ reasonable adjustments for children with additional needs



Support comes first.

We will work with families to understand barriers and agree appropriate support. Where attendance does not improve, support is not engaged with, or support is not appropriate, the school and Local Authority may need to consider formal attendance action.



Holidays and leave of absence

Headteachers cannot grant leave of absence for a family holiday simply because parents have requested it.

Leave may only be granted where the relevant statutory criteria are met, including where there are exceptional circumstances.

A need or desire for a holiday or leisure trip is not in itself an exceptional circumstance.

Please speak to school before making travel arrangements if you believe there are exceptional circumstances.



Family time matters – but school time matters too ♥



Understanding unauthorised absence and penalty notices

A penalty notice must be considered when a pupil has 10 sessions of unauthorised absence within a rolling period of 10 school weeks. Ten sessions usually equal 5 school days. The sessions do not need to be consecutive and the 10-school-week period can cross terms or school years. They may include a combination of unauthorised absence, including unauthorised holiday and lateness after the register has closed.

- 1 First penalty notice within a 3-year period**
£160 per parent, per child
Reduced to £80 if paid within 21 days.
- 2 Second penalty notice for the same parent and child within 3 years**
£160 with no reduction for early payment.
- 3 A third attendance-related penalty notice cannot be issued to the same parent for the same child within that 3-year period. Other legal action may then be considered.**

Penalty notices are issued in line with the national framework and local authority arrangements, taking account of the individual circumstances and whether support is appropriate.



Attendance is also a safeguarding matter

Seeing children regularly helps us know that they are safe and well.

If a child is absent and we cannot establish the reason or their whereabouts, school will follow its safeguarding and attendance procedures. This may include telephone calls, contact with other named adults, a home visit and, where necessary, contact with other agencies.

Please always keep school informed if circumstances change.



Safeguarding is everyone's responsibility ♥



Worried about your child's attendance? Talk to us early.

You do not need to wait until attendance has become a serious concern.



Attendance Lead: Miss El-Saiegh
Home-School Link: Mrs Kavanagh
School Office: 0151 228 3831
Email: ao@phoenixprimaryschool.co.uk



Attendance today. Brighter tomorrows. ♥

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