




Katherine  
Warrington  
School

**OUR AIM IS AN OVERALL  
SCHOOL ATTENDANCE OF**

**96%**

**BUT, WHAT DOES THAT MEAN FOR YOU?**

1. 90% attendance = 1/2 day missed every week totalling to 4 whole weeks and 114 lessons missed at school.
2. 85% attendance = 6 weeks and 174 lessons missed of school a year.
3. 80% attendance = 8 weeks and 228 lessons missed of school a year.
4. Research suggests that a drop to 90% can lead to a whole GCSE grade drop in achievement.



**IT IS YOUR FUTURE, COME TO SCHOOL AND  
FULFIL YOUR POTENTIAL**

# SCHOOL ATTENDANCE

## Parent/Guardian Information Leaflet

Headteacher: Mr David Martin  
Katherine Warrington School  
Lower Luton Road  
Harpenden  
Hertfordshire  
AL5 5FH

Tel: 01582 314 777  
Email: [admin@kwschool.co.uk](mailto:admin@kwschool.co.uk)

Website:  
<https://kwschool.co.uk>

## Information for Parents/Guardians

As a school, we place great importance on attendance and expect that all our students will achieve an attendance level of at least 96% each academic year. It is through good attendance that pupils maximise their full potential, enhancing their life chances for the future.

Missing school means missing out on learning and this can have an impact on a child's development and attainment.

There is a strong statistical link between attendance and attainment. Studies show that students who have patterns of poor school attendance could fail to achieve their full potential and this can have a detrimental impact on their GCSE results.

### Attendance Matters

	Number of days absent	Approximate number of weeks	Number of lessons missed
90%	19 days	4 weeks	114 lessons
85%	29 days	6 weeks	174 lessons
80%	38 days	8 weeks	228 lessons

Parents/Guardians have a legal duty to ensure their children attend school regularly and punctually. The Education Act 1996 states that penalty notices can be issued to parents/guardians who fail to ensure the regular attendance of their child of compulsory school age.

Local Authority Attendance Officers, Headteachers and authorised Deputy and Assistant Headteachers, Police Officers and Police Community Support Officers can issue a Fixed Penalty Notice under Sections 444A & 444B.

Katherine Warrington School operates the Penalty Notice process for 10 or more unauthorised sessions of absence (the equivalent of 5 school days) in the current or previous term. Please note a session is half a day of unauthorised absence.

## Penalty Notice Process

Separate notices are issued to each parent in respect of each child. Penalty notices are sent by first class post and are deemed to have been received on the second day after posting.

The amount payable is £160 (per parent, per child) if paid within 28 days, but will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same child will be charged at a flat rate of £160 if paid within 28 days. A third penalty notice cannot be issued within 3 years of the date of the issue of the first penalty notice. If this limit is reached, a parenting order or prosecution will be considered. If a prosecution goes ahead at court the fine could be up to £2,500.

### Requests for absences during term time

The law does not grant parents/carers the right to take their children out of school during term time. If the request is for an absence in term time, permission must be sought in advance by emailing the Headteacher on the absence email address below. If the circumstances relating to this request **are considered exceptional** and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactorily up to the date covered by this request.

A need or desire for a holiday or other absence for the purpose of leisure and recreation **would not constitute as an exceptional circumstance**. If the school refuses a request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence can result in a parent/guardian being liable to a Penalty Notice for each child, or the subject of court proceedings which could result in a fine of up to £2,500.

The school strongly advises parents/guardians to avoid booking holidays during term time. By taking family holidays during the designated holiday periods, you will be supporting your child's full school attendance, learning and development. There are 13 weeks of the year to take holidays out of term time.

## Maximising School Attendance

Children need to go to school regularly and punctually to make the most of their educational opportunities and parents/guardians have a vital role in making that happen.

- Our attendance target is 96% and above.
- If you are having trouble getting your child to go to school please contact us. We will discuss the attendance issues with you and work together to put a plan in place.
- School offers meetings and phone calls to discuss attendance issues.
- Develop consistent evening and morning routines with your child.
- Regularly talk to your child about their school day.
- Please try to book medical appointments after school and book holidays out of term time.
- Please use the Arbor Parent Portal app, call the absence line or email [absence@kwschool.co.uk](mailto:absence@kwschool.co.uk) if your child is unwell and unable to attend school.
- Pupils need to arrive at school on time – the school day starts at 8.30am.

### Attendance Matters

Research suggests that a drop to 90% can lead to a whole GCSE grade drop in achievement.

By working together we can help students reach their full potential and make the most of the opportunities school has to offer.

If you feel you would like support with your child's attendance or wellbeing, please do not hesitate to contact their form tutor or Head of Year.

All enquiries regarding absence/attendance can be made by emailing [absence@kwschool.co.uk](mailto:absence@kwschool.co.uk) or calling the school office on 01582 314777



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