


## Attendance Policy Quick Guide for Parents

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### Contact for Attendance Issues

 Mrs J Edwards – School Attendance Administrator

 [absence@corbetschool.net](mailto:absence@corbetschool.net)

 01939 262004 (Absence Line – leave a message **before 8:45am**)


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### Supporting Good Attendance

- Ensure your child arrives **before 8:45am** and attends every day.
  - If your child is slightly unwell, send them in—we'll call you if needed.
  - Unsure if your child is too ill? Check: [NHS: Is my child too ill for school?](#)
  - Book appointments outside school hours. If unavoidable, book them as late as possible and inform the school.
  - Medical evidence may be requested if attendance drops below 90%.
  - Don't take holidays in term time – they won't be authorised, and you may be fined.
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### If Your Child is Absent

You must call or email **before 8.45am** each day of absence:

 01939 262004

 [absence@corbetschool.net](mailto:absence@corbetschool.net)

Include:

- Your child's full name
- Year and tutor group
- Specific reason for absence

If we do not hear from you:

- Any absence will be unauthorised and if we have a cause for concern staff may visit your home
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### Lateness & Punctuality

- Arrive **before 8:45am** and on time for all lessons.
- Unexplained lateness may result in sanctions.
- Please notify us if there's a valid reason for lateness.

## Leave of Absence

- Only granted in exceptional circumstances.
- Holidays during term time will be declined, they won't be authorised, and you are likely to be fined.
- Submit requests at least 3 weeks in advance using the school form.
- Email to: [absence@corbetschool.net](mailto:absence@corbetschool.net)

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## Need Help?

If your child is reluctant to attend school, please contact us early so we can help.

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## National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

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### "Every day Counts – Attendance & Learning Impact"

Attendance Category	%	Days Missed	Learning Hours Lost
Excellent ✓	100%	0	0
Good 👍	96%	7.5	37.5
Concern ⚠️	94%	11	55
At Risk !	92%	15	75
Persistent Absence ✖️	90%	19	95
Serious 📢	80%	38	190
Critical 🛑	70%	57	285
Severe Absence 🛑	50%	95	475