



Headteacher
Mrs R Hind

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Dear parents/carers

At Inglewood Nursery and Infant School, we believe that good attendance is essential to a child's educational success and wellbeing. Regular attendance helps children to develop positive routines, build friendships, and make the most of every learning opportunity.

Even missing a small amount of school can have an impact on your child's progress. We ask all families to support us by ensuring children attend school every day, arrive on time, and are ready to learn.

School Attendance Procedures

To support a smooth start to the school day, our school doors open at 8:30am and close at 8:45am. Timings differ slightly for our nursery children.

- Children should arrive between 8:30am and 8:45am. Doors will close at 8.45am prompt.
- Any child arriving after 8.45am will need to come into school via the main office.
- Children arriving after 9:00am will need to be brought to the school office and signed in by their adult. They will receive a late mark on the register.

Reporting an Absence

If your child is unable to attend school, please inform us as soon as possible by:

- Phoning the school office before 9.15am, or
- Leaving a voicemail message on the school absence line.

Please provide your child's name, class, reason for absence, and when you expect them to return to school.

First-Day Response Procedures

The safety and wellbeing of all children is our priority. If we have not received notification of your child's absence:

- By 9:30am, a member of staff will contact the first emergency contact listed on your child's Home Information Sheet.
- If we are unable to make contact, we will then contact the second emergency contact.

- If no contact has been made by Day 2 of the absence, we will arrange a home visit as part of our safeguarding procedures.

It is therefore essential that all emergency contact details are kept up to date. Please notify the school office immediately if any of your contact information changes.

Attendance Guidance

Attendance	Category	What This Means
 95% and Above	Good Attendance	Meeting national expectations for attendance. Children with attendance at or above 95% are more likely to achieve their full potential and benefit from all aspects of school life.
 90% to 94.9%	Below Expectation	Attendance is below the expected level and may begin to affect learning, progress and wellbeing. The school may contact families to discuss attendance and offer support where required.
 Below 90%	Attendance Concern	Attendance is a significant concern and falls below the level expected by the Local Authority. In line with Cumberland Council's attendance procedures , continued low attendance may result in involvement from the Local Authority Attendance Team and further intervention.

Leave of Absence During Term Time

In accordance with the **Education Act 1996**, the **Department for Education's Working Together to Improve School Attendance guidance**, and **Cumberland Council's Fixed Penalty Notice Code of Conduct**, parents/carers have a legal duty to ensure their child attends school regularly.

If you need to request leave of absence for your child during term time, you must complete an **Absence Request Form**, available from the school office. Requests should be submitted as far in advance as possible and will be considered in line with current attendance regulations.

Leave of absence during term time will only be authorised by the Headteacher in **exceptional circumstances** and requests must be made in writing and submitted in advance. Family holidays and recreational trips taken during term time are not generally considered exceptional circumstances and are unlikely to be authorised.

Where a pupil accrues **10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period**, the school may refer the matter to **Cumberland Council** for consideration of enforcement action. This may result in a **Fixed Penalty Notice (FPN)** being issued to each parent/carer. Current penalties are:

- £80 per parent per child if paid within 21 days.
- £160 per parent per child if paid after 21 days and within 28 days.
- A second penalty notice within a three-year period will be charged at £160.
- Further unauthorised absences may result in legal proceedings rather than the issue of a further penalty notice.

Local Authority Monitoring

The school works closely with **Cumberland Council's Access and Inclusion Team** to promote good attendance and safeguard children's education. The Local Authority regularly monitors school attendance data and pupil registers and may liaise directly with the school where concerns are identified regarding attendance patterns, persistent absence, punctuality, or unauthorised leave.

Where attendance concerns arise, the Local Authority may work with the school and family to provide support and, where necessary, consider formal intervention in line with statutory guidance and local procedures.

This collaborative approach helps ensure that children attend school regularly and receive their full entitlement to education.

Celebrating Attendance

At Inglewood Nursery and Infant School, we recognise and celebrate the importance of good attendance.

Attendance will be celebrated weekly during our assemblies. Each week, the class with the highest attendance will be announced and rewarded with a class prize or special reward.

Children who achieve **100% attendance** for the week will receive a raffle ticket. These tickets will be entered into a half-termly prize draw, with one winning ticket selected at random to receive a reward.

Our attendance rewards are intended to promote positive attendance habits, celebrate commitment to learning, and encourage pupils to attend school regularly and punctually whilst recognising that some absences are unavoidable due to illness or other authorised circumstances.

Thank you for your continued support in ensuring your child attends school regularly and punctually. By working together, we can give every child the best possible opportunity to thrive, learn and achieve.

If you have any questions about attendance or require support in improving your child's attendance, please do not hesitate to contact the school office.

Yours sincerely,

Mrs Hind
Headteacher
Inglewood Nursery and Infant School