



St Paul & St Timothy's Catholic Infant School
South Parkside Drive
West Derby, Liverpool L12 8RP

Head Teacher: Mrs J. Griffin Telephone: 0151 228 2114
E-Mail admin@spst.liverpool.sch.uk

Dear Parent/Carers,

As you know, we are extremely proud of our whole school attendance at St Paul & St Timothy's Catholic Infant School. It is important that we make you aware of the new attendance regulations surrounding schools and emphasise how vital regular attendance is at school for the success of our children.

Changes to local authority and national attendance regulations

From the 19th August 2024, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons, including unauthorised holidays taken in term time.

From 1st September 2024, the fine for school absence across the country will be £80 per parent, per child, if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated penalty notices, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Penalty Notices per parent, per child will be capped to two within any three-year period. Once this limit has been reached, other action will need to be considered.

Punctuality

Arriving at school on time is essential for pupils to achieve their full educational potential and is also vital for pupils to form good habits for later life.

All pupils are expected to arrive punctually for school in the morning – doors open at 8.40am for Reception and 8.45am for Year 1 and Year 2 and close at 8.55am. The school day starts and registers are taken at 9.00am by the class teacher and pupils receive a late mark (L) if they are not in their class by that time.

Late arrival to school following the close of registers (at 9.30am) is classified as an absence and will be recorded as (U).



Absence

If pupils are absent for reasons such as sickness or bereavement, then we must receive notification through the school office or our absence line each morning of the absence before 8.30am. School have a legal responsibility to ensure the safety and wellbeing of all pupils and staff and so if no notification has been given this could result in a wellbeing visit being conducted to the family home by the Senior Leadership Team or Educational Welfare Officer.

No holidays taken in term time will be authorised by school and leave of absence will only be granted for exceptional circumstances such as bereavement.

If you are having difficulty getting your child into school, please ask to speak to either Mrs Griffin, Miss Palmer or Mrs Pimblett.

Kind regards

Mrs Griffin and Mrs Pimblett
Head Teacher / Attendance Officer



