



At Binsted we believe in the Christian values of Faith, Hope & Love.

BINSTED C.E.V.C. PRIMARY SCHOOL  
Church Street  
Binsted  
Alton  
Hampshire GU34 4NX

Telephone: 01420 23200

Email: [adminoffice@binsted.hants.sch.uk](mailto:adminoffice@binsted.hants.sch.uk)  
Headteacher : Mr H Jennings

Friday 17<sup>th</sup> January 2025

Dear Parents and Carers

### Attendance and Lateness.

As we are at the beginning of a new term, I wanted to remind you about the importance of school attendance, being on time and the timings for the start of the day. This letter also sets out the details of the school's new Attendance Policy that is based on the latest Department of Education and Hampshire Council Council's statutory guidance. Please see below for an updated summary: -

#### Lateness, persistent lateness and penalty notices.

- The school register is taken between **8.50am and 9:00am**. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign their children into school and provide a reason for their lateness. Arrival between 8.55am and 9.10am, will be recorded as "Late".
- Parents who are persistently late will be notified in writing and will be reminded of the detrimental impact that lateness can have on their child's education and the logistics of the school.
- The school registers officially close at 9.10am. All pupils arriving on or after this time will be marked as having an **unauthorised absence** for the morning session. Unauthorised absences for lateness could result in legal intervention from the Local Authority and a Penalty Notice. See below for further information regarding Penalty Notices.

#### Unauthorised absences.

- Headteachers **cannot** authorise a leave of absence unless there are **exceptional** circumstances. **The DfE, Hampshire County Council, and the school do not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.** Other examples of unauthorised absence could include: -
  - Closure of a sibling's school for INSET or other purposes.
  - An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.
  - A refusal to attend school on health grounds but where the pupil is considered well enough to attend.
  - Absence because another sibling is unwell.



- Absences taken without notifying the school.
- The Local Authority operates a system where any pupil will meet the criteria for legal intervention if they have **at least 10 morning and/or afternoon sessions (5 school days) lost to unauthorised absence by the pupil during 10 school weeks. This can also include unauthorised sessions due to lateness (see above)**. These sessions do not have to be consecutive. The intervention could be in the form of a fixed penalty notice. Any pupil at Binsted CE Primary School who meet the criteria, will be referred to the Local Authority for legal intervention to be considered.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at **£160** if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absences. When penalty notices are issued each parent will receive one penalty notice per child. Any further legal intervention could result in the Inclusion Support Service prosecuting a parent under the Education Act 1996 S444. There is no right of appeal by parents against a fixed penalty notice.

**Persistent and severe absence.**

- If a child has had absences below 90% and their reasons for not attending school are concerning, we will aim to support and increase attendance using the following sequence of procedures: -
  - 1) Class teachers will discuss concerning attendance issues with parents in order to make and plan any improvements.
  - 2) Parents will be invited to meet with the school's Headteacher to discuss on-going attendance issues and plan how to make and plan any improvements.
  - 3) Parents will be informed in writing about the seriousness of any on-going attendance issues. This will include the completion of a parent 'contract' to improve their child's attendance.
  - 4) Parents will be informed in writing of a referral to the Local Authority Legal Intervention Team and/or Inclusion Team.

At any point, should a pupil's attendance be deemed a safeguarding and/or a child protection concern, the school will make a referral to Children's Services (Social Services).

Finally, if your child is unwell, please call or message the school's Admin Team, rather than class teachers, on 01420 23200 and leave a message on the school's absence line. You can also email the office at [adminoffice@binsted.hants.sch.uk](mailto:adminoffice@binsted.hants.sch.uk). Please note that the office is staffed between 08:30am and 4:30pm Monday to Friday and any messages received out of these hours will be actioned once the office is open.

Many thanks for your understanding and continued support.  
 Kind regards  
 Mr Henry Jennings  
 Headteacher

