



CRESTWOOD
COMMUNITY SCHOOL

17 July 2024

Dear Parents/Carers

Absence and Punctuality

As we draw to the end of the academic year, in advance of September, we are writing to remind parents of the absence procedures that need to be followed and the importance of punctuality to school and lessons.

As I am sure you will appreciate, it is important that students arrive on time at the start of the school day. Students should arrive before the bell for registration at 8.30am. A bell will be sounded at 8.25am to remind students to make their way to their tutor base. Arrival after the close of registration at 8.55am will be marked as an unauthorised absence and coded U, in line with Hampshire County Council and Department of Education guidance. This mark shows students to be on site, but is legally recorded as an absence. Arrival during registration, between 8.30am and 8.55am, will be marked as late.

If a student is late to school twice in a week without a valid reason, they will receive an After School Reflection of one hour. (Please see the letter regarding the behaviour policy changes for more information).

We are also monitoring students who are late for individual lessons and late getting to period 4 after lunch. The start of tutor time and individual lessons is really important as this is when students are given key information and instructions for the lesson. If your child is late, they can miss valuable time with their class teacher or tutor. This can cause disruption for other students.

We contact parents weekly with details of how many minutes late their child has been to school during that week. We will also be contacting parents weekly if their child is late to multiple lessons throughout the week.

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers may be invited to attend the school and discuss the issue and how the school can support them. Parents of students who are regularly late to school without a valid excuse or contact from home are at risk of incurring a penalty fine as detailed in the chart below.

If your child is going to be absent from school:

- Parents must make contact with the school on the first day of absence and **ALL** subsequent days of absence
- Please contact the school by **9.00am** each day the child is absent. For any absence that we do not receive a reason for, the absence will be **unauthorised**

Crestwood Community School

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

Email: adminoffice@crestwood.hants.sch.uk Tel: **023 8064 1232** Web: www.crestwood.hants.sch.uk



CRESTWOOD
COMMUNITY SCHOOL

To report an absence:

- Via the ClassCharts parent app, click on your child's name and select 'report absence'. This is often the best way as we can confirm your message has been received by way of an acknowledgement.
- A message left anywhere else e.g. with their tutor, could mean that you may receive a truancy message from us. We are contacting a large number of parents daily, as their child's absence has not been reported and it is important that we know where these children are.

Medical, Dental and Incidental Appointments

- Wherever possible please make all appointments outside of school hours
- If an appointment is made during the school day, your child should come to school first and then return after their appointment
- We cannot let a child leave school for an appointment unless we have consent from a parent/carer prior to them leaving
- Please ensure we have any evidence of any appointments i.e. an appointment card, letter or a signed note from a parent/carer

Please request time off for an appointment at least 48 hours in advance by filling out the form below and returning it to school via either reception, or your child's tutor.

<https://www.crestwood.hants.sch.uk/assets/Documents/Attachments/Student-Request-for-Absence-Form-for-Appointments.pdf>

We will not accept forms with a typed signature. We know there will be times when an appointment is made last minute and we appreciate this sometimes cannot be avoided. If this does occur, please email our attendance team on the email address below and let them know. If you have any queries about attendance or time off for appointments, please contact

attendance@crestwood.hants.sch.uk

Requesting Absence (not for appointments)

To request an absence during term time for your child, such as family weddings, funerals, etc. please complete the form below. Please note these forms require the Head Teacher's authorisation. It is not acceptable to complete the form the day before, as we need sufficient notice that your child will be absent from school. **We will fine for unauthorised absence.**

<https://www.crestwood.hants.sch.uk/assets/Documents/Attachments/Leave-of-Absence-form.pdf>

Crestwood Community School

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

Email: adminoffice@crestwood.hants.sch.uk Tel: 023 8064 1232 Web: www.crestwood.hants.sch.uk



CRESTWOOD
COMMUNITY SCHOOL

From 19th August 2024 Penalty Notice fines for school attendance are changing

With the Government's introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

1. First Offence

The first time a penalty notice is issued for Term Time Leave or irregular Attendance the amount will be:
£160 per parent per child if paid within 28 days.
Reduced to £80 per parent per child if paid within 21 days

2. Second Offence (within 3 years)

The second time a penalty notice is issued for Term Time Leave or irregular Attendance the amount will be:
£160 per parent per child to be paid within 28 days.
No reduced rate will be offered

3. Third Offence (within 3 years)

The third time an offence is committed for Term Time Leave or irregular Attendance a penalty notice will not be issued and the case will be presented straight to the Magistrate's Court. The fines can be up to £2500 per parent per child
Cases found guilty in Magistrates' Court can show on a Parent's future DBS certificate due to failure to safeguard a child's education

10 sessions (5 days) of unauthorised absence in a 10 week period

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10 week period.

Children have 13 weeks annual holiday from school and school holiday dates are published well in advance on the school website. As such, all parents/carers are expected, wherever possible, to plan and take their family holidays during this time so as not to disrupt their children's education. Education Law states that parents do not have a right to take their child out of school for a holiday during term time.

If you have any questions, please do not hesitate to contact the attendance team on attendance@crestwood.hants.sch.uk

Yours sincerely

Krista Dawkins
Headteacher

Crestwood Community School

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road,
Eastleigh, Hampshire, SO50 5EL

Email: adminoffice@crestwood.hants.sch.uk Tel: 023 8064 1232 Web: www.crestwood.hants.sch.uk