



## Compulsory attendance

We would first like to welcome back to school all of our children and parents. We missed you! As you know, school attendance will be mandatory for all pupils from 8 March 2021. We understand some parents may be anxious bringing their children back in given the uncertain climate, but rest assured that the school has undertaken a thorough risk assessment to minimise the risks presented by Covid as much as possible, and is updated as necessary to reflect government advice.

### Guidelines on reporting COVID-related absences



If your child experiences a high temperature, a new, continuous cough, or a loss/change to their sense of smell or taste, it is crucial that you promptly inform the school, either by phone or email, in as much detail as possible of their situation (include the child's full name, class, symptoms and other relevant information such as: the date the symptoms started, whether you will book or have booked a test, test results, information on household members, siblings in school if any etc.).

If your child displays Covid symptoms we would urge getting a test done as soon as possible, or else they will need to isolate for 10 full days from the date their symptoms started, even if they have been vaccinated.

### Guidelines on reporting general absences

Please continue to call in or leave a voicemail for general illness, appointments etc. If neither of these options are convenient, please email the attendance officer at [s.bokhari@princealbert.bham.sch.uk](mailto:s.bokhari@princealbert.bham.sch.uk). Appointments should be accompanied by proof as soon as possible.



0121 327 0594



[enquiry@princealbert.bham.sch.uk](mailto:enquiry@princealbert.bham.sch.uk)

## Extended Leave

If a child has gone on holiday and parents have not completed a Leave in Term Time contract or informed the school in person beforehand, the holiday mark on the register cannot be retrospectively changed and will remain permanently on the child's attendance record even if the fact arises afterwards that the holiday was due to exceptional circumstances (and thus meriting authorisation).

Please keep in mind that the school does not authorise holidays regardless of whether a contract has been completed or not unless in proven exceptional circumstances. Under the Regulations, a parent can be charged a maximum of £120 per child for unauthorised leave in term time. For repeat offences, and if a pupil has accumulated a large number of unauthorised absences over 12 months, the case may lead to court proceedings where parents can face prosecution, including a fine upwards of £2,500 or a jail sentence of up to 3 months; this is in line with Birmingham City Council's code of conduct and Education Act 1996.

A holiday of just 9 school days equates to 50 lessons missed, jeopardizing the child's academic progress to a point where they may not be able to catch up. This is worsened by the need to quarantine for 10 days upon return from a foreign country (currently all travel corridors are suspended, meaning you must isolate no matter which country you have returned from). It is therefore imperative that your child is in school every day to ensure they are benefitting fully from their education.

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### FAST-TRACK

'FAST-track to Attendance' is an Early Help approach to improving pupil attendance and is enforced across schools in Birmingham by the Education Legal Intervention Team (ELIT). Your child may be placed onto this process if they are persistently absent (i.e. attendance is below 90%), particularly if these absences are unauthorised. Non-improvement of attendance may lead to penalty notices being issued to parents; in severe cases (especially children who have a history of poor attendance) ELIT will consider court proceedings under the laws cited above.

The school is very committed to improving pupil attendance and would prefer to avoid taking the above route and instead urge parents to contact the pastoral lead on [l.evans@princealbert.bham.sch.uk](mailto:l.evans@princealbert.bham.sch.uk) to discuss any concerns you may have in order to minimise absences as much and as quick as possible. Your support in these matters is always appreciated.