

ATTENDANCE

NEWSLETTER

School has to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or who have missed 10 school days or more without the school's permission. Only exceptional circumstances warrant a leave of absence.

Punctuality Jan 5th - Feb 6th 2026

There have been 150 pupils that were late for morning registration in a month period, that is 22% of the school.

Arriving late can cause embarrassment to your child as well as potentially missing small group intervention and reading support that is timetabled during assemblies.



We have great wrap around care if you are struggling with the school day times. Scan the QR code to find out more about the offer from RB ActiveCare.

Breakfast club is open from 7.30am and After School Club runs until 6pm.

They also offer holiday clubs!

Our Attendance Team

Attendance is everyone's responsibility in school, but these staff have specific accountability for Attendance at Peters Hill.

Mrs Belcher
Vice Chair of Governors

Mrs Curnin
Deputy Headteacher/DSL

Mrs Bird
Attendance Officer

Mrs Bridgwater
Safeguarding Officer



SPRING OVERVIEW



**Whole School
attendance
for Spring
Term was
94.71%**

**Set your own target
this half term..**

This half term is just
25 school days.

Are you aiming for 100%?

Attendance Policy

You will find the latest attendance policy on our website, or by following the link below...

<https://petershillprimary.org/Key-Information/Attendance>

Thinking about booking a holiday during term time?

REMEMBER: ANY ABSENCE MUST BE REQUESTED IN ADVANCE

Absence for an activity or holiday that can be arranged during the annual 13-week holiday time will not be authorised during the school term.

A penalty notice may be issued if there are five days/10 sessions or more of unauthorised absence in a 10-week period. This can include irregular attendance.

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 to be paid within 28 days. Reduced to **£80** per parent, per child if paid within 21 days.*

A penalty will be issued for each child



£160 + £160 + £160
3 x children + 1 parent = **£480**
reduced to £240 if paid within 21 days

A family of two parents and two children



£160 + £160
2 x children + 2 parents = **£640**
reduced to £320 if paid within 21 days

Second offence (within 3 years) - the amount will be **£160** per parent per child to be paid within 28 days. No reduced rate will be offered.*



1 child
£320

2 children
£640

3 children
£960

Third offence - a penalty notice will not be issued, the case will be presented to the Magistrates' Court for prosecution, where either a fine of up to **£2,500**, a community order or a custodial sentence of up to three months can be imposed. A conviction in the Magistrates' Court may be disclosed on future DBS certificates.

Dudley
Metropolitan Council

Class Leaderboard

Well done to the top 3 classes in each Key Stage for great attendance last term!



KS1	%
1TB	95.74%
1LG	95.4%
1BW	94.96%

KS2	%
6NG	95.74%
5JLD	97.38%
4LD	96.7%

Think
Pharmacy **1st**

Most pharmacies can help you with common conditions without needing a GP appointment

Impetigo	1 year and over
Infected insect bites	1 year and over
Shingles	18 years and over
Sinusitis	12 years and over
Sore throat	5 years and over

It is very important that you inform us of all absence, planned and unplanned.

Without valid reasons for absence, this can quickly become a safeguarding concern.

Ensure all absence is reported via the school telephone absence line 01384 816740 (option 1) or the absence email address -

absence@petershillprimary.org.



If you are not sure if your child is well enough for school, the NHS website that you can find by scanning the QR code on the left, can give you further information