

Attendance Matters

Dear Parents and Carers,

At Dukes, we know that excellent attendance helps children build friendships, develop confidence, make progress in their learning and make the most of every opportunity school has to offer. We are incredibly proud of the commitment shown by so many of our children and families throughout this half term. Together, we can continue building on the progress already made and ensure every child has the best possible opportunity to learn, develop and thrive.

Highlights

Since I started at Dukes, our school community has worked incredibly hard to improve attendance. Last year whole-school attendance has 96.7%, which was a whole 1.9% above the national average. This is a huge community achievement and thank you to all parents for your support.

Our present school attendance at Dukes this year is 96.7% up to the 21st of October. This Autumn half term alone 218 Dukes children have achieved attendance over 95%. Amazingly 144 children have 100% for the school year so far. Well done to each of you.

The attendance page on the website has recently been updated. Here you will find information about illness and a copy of the term time absence form and information about penalty notices should you need these.

Aiming High

Good attendance is one of the strongest foundations for success. This year, we are encouraging all pupils to aim for attendance of 95% or above whenever possible.

As we move forward in the 2026-2027 academic year, we will continue to celebrate:

- Excellent attendance of 100%
- Strong attendance of 95% and above
- Pupils who make significant improvements in their attendance
- Classes who work together to achieve the highest attendance each week.

After School Clubs

Don't forget to sign up for our after-school clubs, including sports, games club, Lego, well-being, sewing or Mighty Oaks. For additional details please ring the school office on 01457 852 635.

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Building Good Habits

Starting the school year positively helps children develop healthy attendance habits that can last a lifetime. Simple routines such as:

- Getting an early night's sleep
- Preparing uniforms and bags the night before
- Arriving at school on time each day can make a huge difference to children's success and wellbeing.

Penalty Notices

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a Holiday/Leave of Absence Request Form available from the school office or website and handed in 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parents/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444 (1) of The Education Act 1996.

The penalty notice process is managed by the Education Welfare Department within the Local Authority. With effect from 19 August 2024, a number of changes have taken effect, including the cost of the fine.

