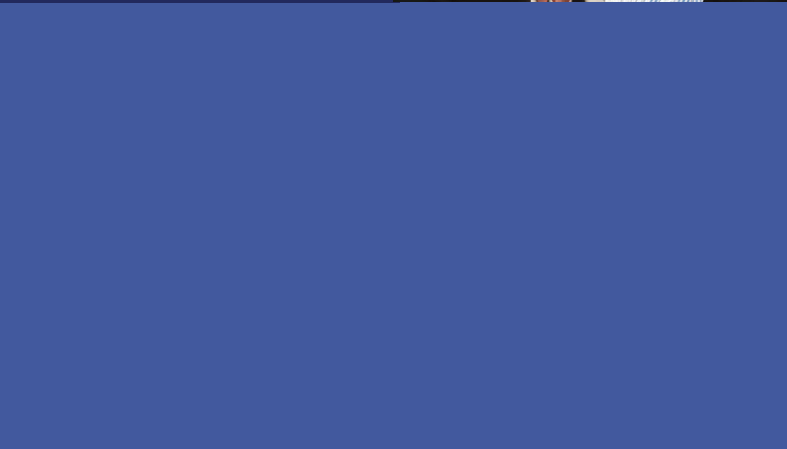
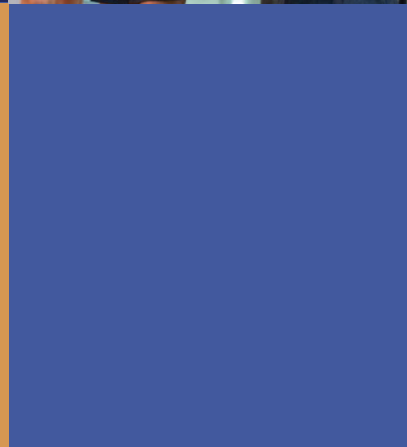
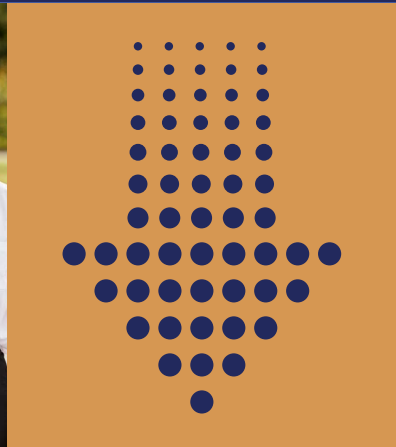
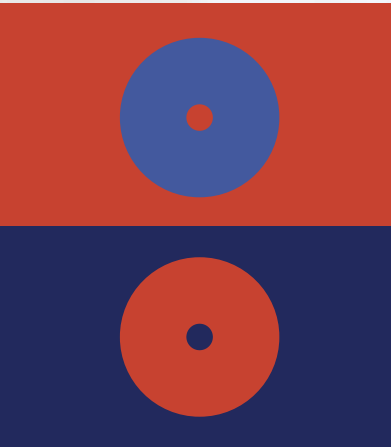
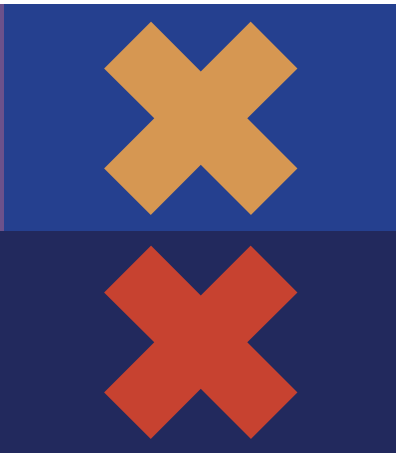


Attendance **Matters**

Working together with parents and carers to support school attendance and help every child thrive.



At our school, we are committed to helping every child attend regularly, feel safe and supported, and do their best. We work closely with parents and carers to encourage good attendance and help every child thrive. If any concerns arise, we will work together to understand them and provide support as early as possible.

How we support good attendance

Good attendance is important for learning, wellbeing, and future success. Parents have a legal responsibility to make sure their child receives a full-time education and attends school regularly when they are registered at a school. If we have concerns about a child's attendance, our priority is to understand what may be causing this and how we can work together with families to provide support and find solutions.

We will:

- Listen
- Seek to understand any concerns
- Work with parents and carers to find solutions
- Offer support when needed
- Review progress regularly



The earlier we talk about any concerns; the sooner we can offer support. If you are worried about your child's attendance, please contact the school as soon as possible.



Keeping children safe

We have a responsibility to make sure children are safe and know where they are when they are absent from school.

If we do not know why your child is off school, we may:

- Contact parents, carers and emergency contacts using all the details we have
- Liaise with schools attended by siblings
- Speak with professionals already supporting your family
- Carry out a welfare visit
- Seek support from the Local Authority or other agencies if needed

Please make sure we have up-to-date contact details for at least two emergency contacts

Reporting an absence

If your child cannot attend school, please:

- Contact the school as soon as possible on the first day of absence
- Let us know why your child is absent
- Keep us informed if the absence continues

Letting us know as soon as possible helps us support your child appropriately and fulfil our safeguarding responsibilities.



When your child is unwell

We understand that children can sometimes become unwell. However, many minor illnesses do not require time away from school. Parents may find the NHS guidance **“Is my child too ill for school?”** helpful when deciding whether their child is well enough to attend school.

We may ask for medical evidence if:

- Attendance is a concern
- Illness absence is frequent or prolonged
- We need more information to support your child

Medical evidence may include:

- Appointment confirmations
- Prescription labels
- Hospital or clinic letters
- Advice from a healthcare professional, including a pharmacist

Requesting medical evidence helps us understand your child’s needs and identify any support that may help them attend school regularly and make the most of their education.



Taking holidays during term time

Good attendance helps children get the most from their education, build friendships, and feel part of school life. We ask parents and carers to take family holidays during school holidays whenever possible.

Leave during term time can only be approved in exceptional circumstances and must be requested in advance. Each request is considered individually.

If you need to request leave during term time:

- Submit your request before the absence
- Explain the exceptional circumstances
- Wait for the school's decision before booking travel where possible

If leave is not approved, the absence will be recorded as unauthorised.

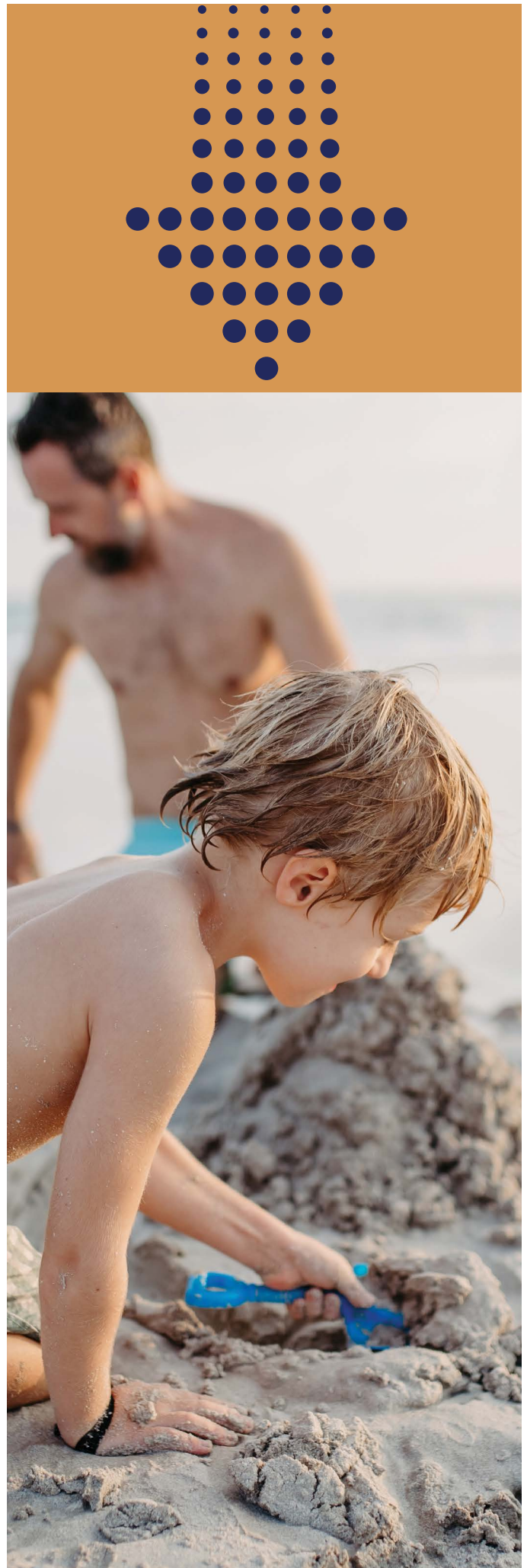
Five days of unauthorised absence equals 10 sessions and counts towards attendance concerns. An unauthorised holiday of five school days may lead to an Education Penalty Notice being considered. Please note that holidays are not usually approved during term time because they are cheaper or because annual leave is limited.

What is an unauthorised absence?

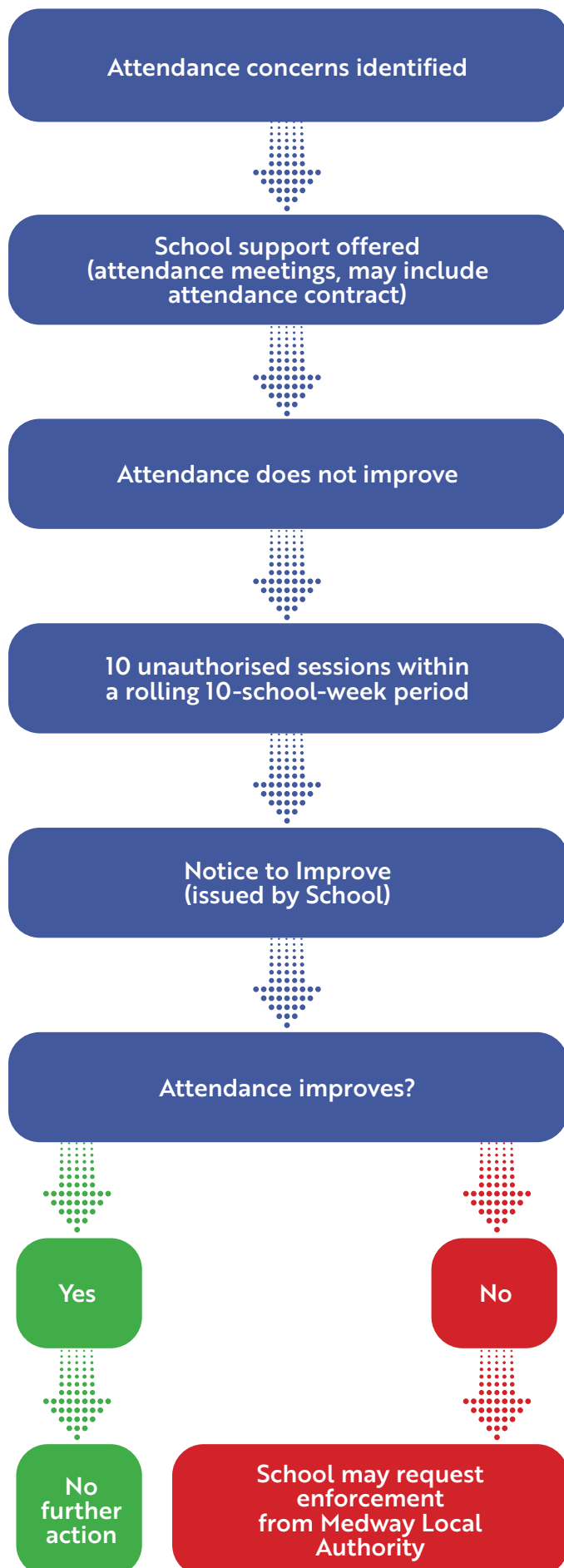
An absence may be recorded as unauthorised if:

- We do not have a valid reason for the absence
- We have not been given enough information about the absence
- A child arrives after the register has closed
- Leave of absence has not been approved

Unauthorised absence can include a combination of absences, arriving late after the register has closed, and holidays taken during term time without approval.



What happens if we are concerned about attendance



A Notice to Improve

A Notice to Improve gives families the opportunity to improve attendance before further action is considered.

A child may receive a Notice to Improve if they have 10 unauthorised sessions (5 school days) within a 10-school-week period.

This can include:

- Unauthorised absences
- Arriving late after the register has closed
- Unauthorised holidays during term time

A Notice to Improve will explain:

- The attendance concerns
- The support available
- The improvements needed
- The review period



Education Penalty Notices

The Local Authority may issue an Education Penalty Notice, on behalf of the school, if a child has unauthorised absences from school.

First Penalty Notice (Within three years)

£80 per parent/carer, per child if paid within 21 days. Increasing to £160 per parent, per child if paid between days 22 and 28. Not paying may result in prosecution.

Second Penalty Notice (Within three years)

£160 per parent/carer, per child which must be paid within 28 days. Not paying may result in prosecution.

Third and further occurrences (within three years).

A parent/carer cannot receive more than two Education Penalty Notices for the same child within a three-year rolling period. Any further request for a Penalty Notice may result in alternative legal action, including prosecution through the courts.

Who can receive an Education Penalty Notice?

Parent/carers may receive an Education Penalty Notice if their child has unauthorised absences from school. This includes anyone with parental responsibility for a child, and any adult who lives with and has day-to-day care of the child, such as a step parent or carer.

Please note:

- A Penalty Notice may be issued to each parent/carer.
- A separate Penalty Notice may be issued for each child.
- If a Penalty Notice is not paid within the required timeframe, the Local Authority may take legal action.

For more information, please see our Attendance Policy, which explains:

- Attendance expectations.
- How to report an absence.
- Medical evidence.
- Leave of absence requests.
- Support available for families.
- Attendance procedures.
- Safeguarding responsibilities.

This guidance should be read alongside the school's Attendance Policy and reflects current **statutory attendance guidance issued by the Department for Education.**

Working together to achieve good attendance

Good attendance helps children get the most from school. By attending every day and arriving on time, children can:

- Do their best in learning.
- Build strong friendships.
- Grow in confidence.
- Enjoy all the opportunities school offers.
- Develop good habits for the future.





Thank you for working
with us to support good
attendance and help your
child thrive at school



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