



New National Statutory Guidance on Attendance applying from the 19<sup>th</sup> August 2024

Dear parents and carers,

The government has issued new guidance on attendance which will come into effect for the next academic year called "Working together to improve school attendance"

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>)

There is summary of the main responsibilities for parents/carers and schools:

[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

Below I am outlining the main points and highlight the main changes for you. For the full details please see our school policy on our website.

Attendance is everyone's business. We want to work in partnership with you so that your child attends school daily and enjoys coming to school and thrives in their development. We provide a calm, orderly, safe and supporting environment where pupils are keen to learn. Where barriers to regular attendance exist, we will work in partnership with you to explore them and work together to address them whether they are in school or out of school barriers.

We promote the benefits of good attendance through assemblies and regular communication with you. Keeping accurate admission and attendance registers is also part of our duties. We have robust daily processes in place to follow up absence. Our Attendance Lead, Mrs Matthews and the Senior Attendance Champion, Mrs Wright regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.

The guidance asks of you, the parents and carers

- to ensure that your children attend school every day the school is open except when a statutory reason applies (like an illness)
- to notify us as soon as possible when their child has to be unexpectedly absent
- only to request leave of absence in exceptional circumstances and to do so in advance
- to book any medical appointments around the school day where possible

Should a pupil start to be at risk to becoming persistently absent (when they are getting close to have more than 5 days off in a 10 week period) parents/carers and school are asked to work together to understand the child's barriers to attendance and address the reasons for absence. We will address any in-school barriers and where the barriers are out of school, we will signpost any support or services that might help to address those barriers. Where the issue persist, we will take an active part in a multi-agency effort to support your child's attendance which could include Early Help. Parents and carers are asked to proactively engage in this process and access the support offered.

Should your child's absence become persistent than we will try to put more targeted support in place. Should that support not work or should parents/carers not engage with the process a formal meeting will be held and the potential need be discussed about future legal intervention as set out in the government guidance.

The Local Authority have set out a new updated code of conduct that clearly outlines their procedures for these formal, legal interventions which will be available soon.

The main new items are

- that penalty notices can be issued for any term time leave of absence over five days or when pupils have passed the threshold of 10 sessions (5 days) of absence in a 10 week period
- that the penalty is now £80 (up from £60) per day if paid in 21 days. On the 22<sup>nd</sup> day it will double to £160 (previously £120)
- should attendance not improve and a further notice deemed necessary that would be at the higher rate of £160.
- A maximum of two penalty notices will be issued per child and on the third offence the Local authority would move to prosecution in the Magistrates Court.

Attendance is of the highest priority and we will do what it takes to ensure your child is happy in school and loves to learn. Together we can avoid that your child may suffer some of the known possible effects of poor attendance like loss of confidence, poor academic performance, change of behaviour and social isolation. Please speak to Mrs Matthews, Mrs Wright or Mrs Peter about any of the issues highlighted above.

Thank you

Mrs K Peters  
(Headteacher)

Mrs L Wright  
(Head of School)