



Warden Hill
PRIMARY SCHOOL

ATTENDANCE & PUNCTUALITY

MOMENTS
MATTER,
ATTENDANCE
COUNTS.



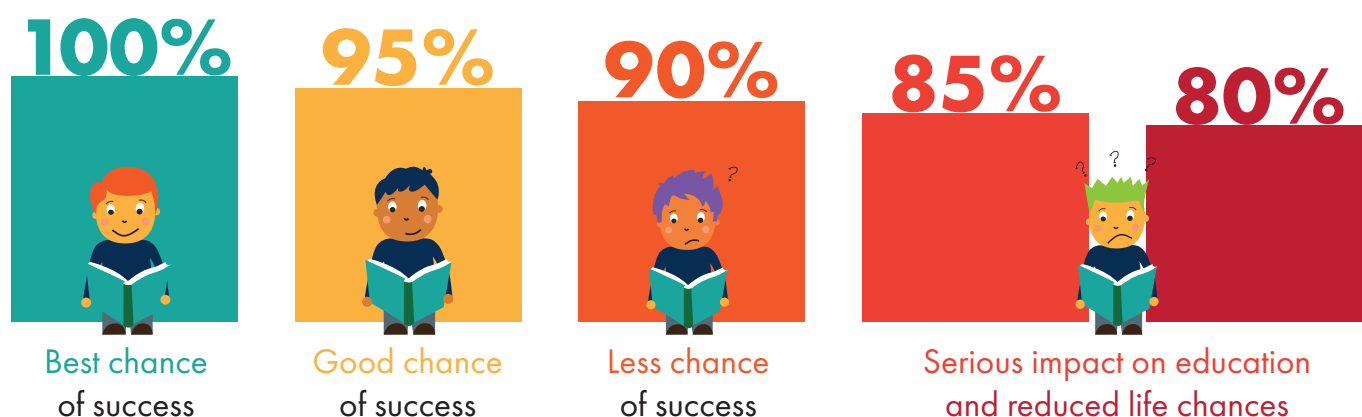
The DfE have produced statutory guidance, '**Working Together to Improve School Attendance**', which will come into effect in August 2024.

This is a national framework that all schools have to adhere to.

This leaflet provides you with all the information that you need to know as parents.

Improving and maintaining high standards in regular attendance is everyone's business. Good attendance begins with our school being somewhere our, and your, children want to be, and therefore the foundations of securing good attendance - our children really do love coming to our school.

From the minute that you accept your child's place with us, you are entering into a legal agreement to ensure that your child attends school every day that the school is open to them. When children are in and out of a sequence of lessons, and in and out of valuable time with their peers, they can become academically isolated, they can also become socially isolated, and school becomes a very fractured experience for them.



Working in partnership is key. Fostering a sense of belonging between families, children and school is key. In all of this, communication is key. We really do value and appreciate the help and support you give us in working together to secure good attendance.

We have a designated senior leader with overall responsibility for championing and improving attendance in school. Our Attendance Champion is Mr Antonious.



Mr Antonious
Attendance Champion

UNAUTHORISED HOLIDAYS

190 school days in
a year where
every lesson counts

175 days of school
holidays where
children are not in school

There are 175 days where children are not in school. We, school and parents as a partnership, share a legal duty to ensure that children attend school. If you choose to take your child out of school for a holiday, you are committing an offence.

PENALTY NOTICES

Penalty Notices will only be issued if it is deemed likely to change parental behaviour and support to secure regular attendance. They will only be issued by Mrs Flooks.

The threshold for issuing a penalty notice is 10 sessions of unauthorised absences in a rolling period of 10 school weeks.

This could be met with any combination of unauthorised absences:

e.g. 4 sessions **holiday** plus 6 sessions arriving **late** after the register closes.

This period can also span two terms:

e.g. 2 sessions of unauthorised absences in the Summer Term, and a further 8 within the Autumn term.

Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period.

Any second notice within that period is charged at a higher rate.

A rolling period starts from the first date of the first holiday (not academic year). If a holiday was taken in March 2024 and a further holiday was taken in February 2025, and both exceed 10 sessions, this would result in 2 separate fines.

A third penalty notice cannot be issued within 3 years of the date of the first issued penalty notice. Where the national threshold has been met for a third time, this could result in prosecution, but may include other tools such as other attendance legal interventions.



Once the 3 years has lapsed, a further penalty notice can be issued.

Judgments for issuing penalty notices will be done so on an individual basis and the following will be taken into consideration:

- Child's attendance percentage
- Punctuality (lateness)
- Are there other means of support which would be much more appropriate?
- Is a penalty notice the best available tool to improve attendance and change parental behaviour?

PER PARENT, PER CHILD

Penalty Notices will now be issued to each parent, for each child that was absent.

For example: Two siblings absent for holiday during term time for the duration of 10 sessions or more, will result in each parent receiving two fines.

Our updated 'Absence Declaration' form now requires both parents' signatures and addresses. By both parents signing, you are both agreeing to the holiday during term time.

PRICE OF PENALTY NOTICE

- First penalty notice will be charged at £160 **per parent**, if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- Second penalty notice will be charged at a flat rate of £160 per parent, if paid within 28 days.

DfE guidance: Working together to improve school attendance

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf