



# Standens Barn Primary School

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Headteacher: Amie James



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## Attendance Matters

Dear Parent/Carer,

Attendance at school is important and research shows missing school for even a day can mean a child is less likely to achieve good attainment, which can have a damaging effect on their future life chances.

At Standens Barn Primary School, we encourage all pupils to strive for 100% attendance; **every day and every lesson counts.**

Our aim is to work with parents to ensure that all our children receive the most from their education and reach their full potential. This letter is to remind you that the law requires all parents/carers to ensure their child attends school regularly and on time.

All schools in the country must follow Department for Education guidance regarding attendance and it clearly states that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

There are 175 non-school days per year for holidays, shopping and appointments. There is no need, except in extreme circumstances, to miss a day's education.

I would therefore like you to ensure that **dental and medical appointments are made outside of school hours.** Our office staff will ask you for the evidence of medical appointments otherwise the absence will be unauthorised.

As of September 2013, DfE guidelines state that schools may **not** authorise absence or time for holidays during term time unless there are 'exceptional circumstances'. **If five or more consecutive days unauthorised leave is taken you will be referred to the Local Authority and this may result in a fine and possible prosecution.**

**From August 2024**, a new National Framework for Penalty Notices was introduced. The aim is to improve consistency in the use of penalty notices across England. The guidance states:

If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action.

This could include:

- a Penalty Notice payable up to £160 fine
- prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000
- prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment

We have amended our School's Attendance Policy in line with the new National Framework for Penalty Notices and a copy can be found on our website.

If your child is unable to attend school for any reason, it is important that you phone the main school office **(01604 413151)** by 8:50 am to inform us.

If we do not hear from you, our office staff will contact you by telephone but if we are still unable to make contact, staff may conduct a home visit to ensure all is safe and well.

We monitor attendance very closely and when absence becomes a concern, we will contact you via telephone to discuss, offer further support and/or send an attendance letter to parents/carers. If absence continues, we will invite you in for a meeting and put an action plan and further support in place, including a parent contract to improve attendance. If absences continue and attendance remains a concern, we may then refer you to the School Attendance Support Service and this may result in a fixed penalty notice and possible prosecution.

We aim to ensure that all children attend school regularly and on time- over the past year, we have seen a notable rise in children's attendance and we want this to continue to ensure that our children do not miss out on crucial learning time and the educational experiences we offer at Standens Barn.

I would therefore like to thank you in advance for your ongoing support and if you would like any further support then please do not hesitate to contact us.

Yours faithfully  
Mrs Amie James  
Head teacher

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