



Standens Barn Primary School

Flaxwell Court, Northampton, NN3 9EH

Telephone: 01604 413151

Email: sbps-admin@SBPS.inmat.org.uk



Website address: www.standens.northants.sch.uk

Follow us on Twitter: @StandensBarn / Facebook: Standens Barn / Instagram: standensbarnprimary

Headteacher: Amie James



September 2026



Dear Parent/Carer,

Attendance at school is important and research shows missing school for even 1 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. It is also our school ambition to reach a school attendance of 100% (all children attending on the same day)!

Our aim is to always work with yourselves to ensure that 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.

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.**

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.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (a school day is 2 sessions - morning and afternoon) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence

- The first time a Penalty Notice is issued for unauthorised absence the amount will be: £80 per parent, per child if paid within 21 days. Increasing to £160 per parent, per child if paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

Second Offence (within 3 years)

- The second time a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court

Third Offence and Any Further Offences (within 3 years)

- The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court.

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 school 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 8:45am 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. Please be patient with us if we do not answer the phone- the mornings are incredibly busy, and the office team are also outside between 8:45am until 9:00am.

We know that children do not always wake up feeling 100% each morning. Sometimes they may have a slight headache, feel tired, have a cold or may simply be having an "off" day.

Routines, friendships and just being in school often helps children feel better through the day but we will do our very best to support them and always contact you if there are any concerns. If a child is feeling a little under the weather, we encourage you to give your child some medication and bring your child to school and we will:

✓ Welcome them warmly

✓ Check in on them throughout the day

✓ Encourage them to take part at a pace that feels manageable

✓ Contact home if we feel they are becoming too unwell to remain in school

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.



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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 absolutely thank you for this but we want to see this continue

and get higher to ensure all 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- Together, we can help children be BEST and build confidence, resilience and positive attendance habits while ensuring their wellbeing remains our priority. If you would like any further support then please do not hesitate to contact us.

Yours faithfully

Mrs Amie James
Head teacher