

# Sandford Hill Primary School

# Attendance Policy



School website: [www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

Email: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)

## **Introduction**

Sandford Hill Primary School is fully committed to ensuring that all of its children attend school regularly and are punctual for lessons. Attendance and punctuality are crucial if children are to benefit from a full educational experience. We will therefore do all we can to secure maximum attendance for all of our children.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed that attendance matters in school. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

The DfE has produced the [Working together to improve school attendance](#) guidance for maintained schools, academies, independent schools, and local authorities: and our Attendance Policy reflects the key principles of that guidance.

## **School Attendance and the Law**

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have (Education Act 1996). It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Parents/carers have the prime responsibility for ensuring that their child attends school regularly and punctually. They have a legal responsibility to ensure that their children attend school regularly and on time, properly dressed, with the correct equipment and ready to learn. Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 1996 Education Act, Section 444. It aims to ensure that parents carry out their duty to secure suitable education for their children. If a child is in the care of foster carers or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, education welfare services and social services where such a child's attendance is irregular.

Parents whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school or parent may refer the child to the Education Welfare Officer (EWO) from the City Council. He/she will try to resolve the situation with voluntary support, if other ways of trying to improve the child's attendance has failed, these Officers can issue Penalty Notices or use court proceedings to prosecute the parents or seek an

Educational Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

### **Types of Absence**

The parent/carer of a child of compulsory school age is required by law to ensure that the child regularly attends the school at which he/she is registered. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is **authorised** or **unauthorised** and the appropriate register code will be used.

#### **Authorised absences**

These are mornings or afternoons away from school for a justified reason like illness (although parents/carers may be asked to provide medical evidence for their child before this can be authorised), urgent medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Absence may also generally be authorised for the following reasons;

- days of religious observance;
- exclusion;
- family bereavement; and
- involvement in a public performance.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

#### **Absence for religious celebrations**

The school will authorise one day of absence per religious festival, up to a maximum of two days in any one academic year, on the day specifically set aside by the religious body of which the parent/carer is a member and this will be marked as 'R' in the register. If parents/carers require an additional day this must be requested in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked as a 'C' in the register).

#### **Unauthorised absences**

These are those which the school does not consider reasonable and for which no 'leave' has been given. Unauthorised absences are coded with an O code.

Unauthorised absence includes, however, this is not exhaustive:

- parents keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- absences which have never been adequately explained;
- children who arrive at school too late to get a "U" mark on the attendance register to indicate they are in school for safeguarding purposes, however, this is counted as an absence for the session;
- shopping trips;
- family events;
- Problems with the distance travelled to school;
- looking after other children/ family members or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- holidays taken during term time without leave - unauthorised absence may lead to a penalty notice being triggered by the Local Authority;
- day trips; and
- other leave of absence in term time which has not been agreed.

Unauthorised absence may result in the school referring to the Local Authority for sanctions and/or legal proceedings.

**Stoke on Trent City Council: Penalty Notices (APPENDIX 10)**

From 19<sup>th</sup> August 2024, changes to Stoke on Trent City Council's Code of Conduct for Penalty Notices have been implemented with a top priority on raising pupils' levels of attainment through improving attendance and reducing persistent absence.

From the 19<sup>th</sup> August 2024, any period of **unauthorised absence** may result in a parent receiving a penalty notice fine with the following actions applied:

- A Penalty Notice payable of a £80 or £160 fine.
- Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to £2,500.

If your child has had 10 sessions of unauthorised absence or is late 10 times over a ten-week period, you may receive a penalty warning notice.

These changes have been agreed with local Principals/Headteachers and have been implemented to help promote and support good attendance to school.

**Unauthorised leave of absence taken during term time**

As a school we aim to raise attainment and attendance to meet National standards, therefore any absence during term-time is strongly discouraged and parents should make every effort not to arrange family holidays during the school term. However, parents who do take pupils out of school during term time will be expected to complete a Leave of Absence Form (which is available from the school office via ParentMail – APPENDIX 1) at least four weeks in advance of the proposed absence.

All leave of absence requests will be considered on an individual basis by the Attendance Officer and Head Teacher. If the leave of absence has not been authorised, parents will be notified of this (APPENDIX 2).

If a Leave of Absence Form has not been completed but the Headteacher has sufficient evidence that the child has been absent from school due to an unauthorised leave of absence, then the Head Teacher will notify the Local Authority that an unauthorised leave of absence has taken place.

On receipt of a referral, the Education Welfare Service will issue a Fixed Penalty Notice to the parent (See APPENDIX 3). Where a parent fails or refuses to pay a penalty issued in these circumstances, then the evidence provided will be laid before the court, alongside a witness statement completed by the reporting officer, copies of the Penalty Notice and a Certificate of Confirmation of Non-payment of the Fixed Penalty. This will be done after 28 days have elapsed since the Penalty Notice was deemed to have been received by the parent. From that point, the Education Welfare Team will make an application for a hearing in the Magistrates' Court to be scheduled for a date within 21 days subject to court availability. The prosecution of the parent will be on the grounds that the parent has failed to ensure the child has regularly attended the school with whom he is registered as a pupil rather than for non-payment of the amount detailed in the Penalty.

**Persistent absence and Severe absence**

A pupil is defined by the Government as a '**persistent absentee**' (PA) when they miss 10% or more schooling across the school year for whatever reason; this can be authorised or unauthorised absences. Absence at this level will cause considerable damage to any child's education and we need a parent's fullest support and co-operation to tackle this. Particular focus will be given to pupils who are '**severely absent**' from school more than they are present (those missing 50% or more of school).

All pupils whose attendance is below 90% must also provide medical evidence for all absences (both medical and illness) for this to be authorised (Code M)

### **Reduced timetable**

Our school has a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a reduced timetable for a time-limited period to meet a pupil's individual needs and only where it is safe to do so. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil. If a child is on a reduced timetable, the 'C' code will be given and the local authority will be notified.

## **Absence Procedures**

### **What the school will do**

As a vigilant and caring school we apply first-day response to pupil absence. This means making a determined and sustained effort to respond to unexplained absence on the first morning of absence, usually through a telephone call. The Attendance Officer should ensure that they, or a member of the office staff, contact parents if monitored or vulnerable children are not in school before 9.30 a.m. This is a safeguarding issue. If no contact can be made, the headteacher or designated safeguarding lead should be informed immediately. A safe and well check to ascertain the safety of the child will be made if we have concerns for the welfare of a child.

Between 9.10 a.m. and 9.30 a.m. the Attendance Officer (or a member of the office staff) will visit each class teacher and note the name of all absent children. The parents of an absent child, who have not notified the school to explain their child's absence, will be contacted by telephone or ParentMail. The Attendance Officer is responsible for ensuring that telephone calls are logged.

The Attendance Officer will liaise regularly with the Education Welfare Officer to target children whose attendance has been identified by the Head Teacher and Attendance Officer as requiring improvement.

Attendance data and absence data will be monitored weekly and shared with governors each term.

The Head Teacher, Designated Safeguarding Lead (DSL) and the Attendance Officer will work closely with parents to build the confidence of a child who shows concern about coming to school.

Parents will also be:

- notified of the weekly school percentage attendance figure in the Newsletter;
- notified of their child's overall attendance at open evening meetings and in their child's annual end of year report;
- notified by letter (Letter 1 –APPENDIX 4) if their child's attendance falls below 93%;
- notified by letter (Letter 2 –APPENDIX 5) if their child's attendance continues to falls after receiving a first letter of concern;
- invited to an attendance clinic (APPENDIX 6) if their child's attendance continues to decline after receiving Letter 2;
- issued with a 20-day penalty notice warning letter if there are 10 unauthorised absences within a 10 week period;
- notified by letter (Letter 3 –APPENDIX 7) if a referral has been made to the local authority education welfare service for a penalty notice (fine); and
- notified by letter (Letter 4 –APPENDIX 8) if their child's attendance continues to deteriorate whilst the penalty notice is being processed by the local authority.

**What parents should do**

If a child is absent from school, we kindly ask parents to contact the school office, preferably by 9.00 a.m. on the first morning of absence (or reply promptly to any request or inquiry concerning an absence) in any of the following ways:

- email;
- ParentMail app; or
- answer machine message.

If a child is absent from school because of a medical appointment medical evidence must be provided to the office for this attendance to be authorised (Code M).

**Children absent from education**

Where a child is not attending school, has moved without a forwarding address or school, or cannot be traced and contact cannot be made with the parent, the local authority will be informed that the child is absent from school. The school will carry out a safe and well check and refer the family to social care and the police to ensure any concerns for the child's welfare have been thoroughly investigated. Pupils will not be removed from the school roll until notified by the local authority that their enquiries are complete.

In addition, where a parent does inform us that their child is, or children are, leaving without having a new school for their child (or children) to attend, or suggesting to us that they are going to home school the Local Authority Education Welfare Service will be informed, before The Children Missing in Education Team are contacted and form 2 (Children Missing in Education) is completed and sent to CME-offrole.stoke.gov.uk .

**Punctuality**

Poor punctuality is not acceptable and can contribute to further absence. If a child misses the start of the day they miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage further absence. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

Children are expected to arrive punctually for the start of the school day. Registration is between 8.50 a.m. and 9.05 a.m. A child arriving between 9.05 a.m. and 9.20 a.m. will be given a late mark (L). The registers will be closed at 9.20 a.m. and any child arriving after this time will be given an unauthorised mark (U). A 'U' code will affect a child's attendance and will count towards the 10 unauthorised sessions if a penalty notice referral is made.

The Attendance Officer will keep a record of punctuality and will contact the parents of any child whose timekeeping raises a cause of concern. Where regular monitoring of child attendance identifies a number of late sessions, parents will be contacted by telephone and a letter will then be sent home (See APPENDIX 9).

**Registers**

Accurate registers will be completed by class teachers.

At the beginning of the school day registers will be completed:

- by 9.05 a.m. across the whole school; and

at the start of the afternoon session registers will be completed by:

- 12.35 p.m. – Early Years
- 12.35 p.m. - Year 1
- 1.05 p.m. - Year 2
- 12.50 p.m. - Year 3 and Year 5
- 1.20 p.m. - Year 4 and Year 6

Parents can approach us at any time if they are having problems getting their child to school on time.

We expect parents and staff to encourage good punctuality by being good role models for children.

### **Roles and Responsibilities**

At Sandford Hill Primary, we believe that improved school attendance is a responsibility shared by governors, school staff, pupils, parents and the wider school community.

The Senior Attendance Champion at Sandford Hill is Mrs Sarah Smith, Co-Headteacher.

#### **The governors of Sandford Hill Primary School will:**

- annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy;
- identify a member of the governing body to lead on attendance matters;
- ensure that the regulations and other relevant legislation are complied with;
- monitor the school's attendance and related issues through termly reporting at Governors' meetings;
- ensure that attendance data is reported to the Local Authority or Department for Education as required and on time;
- ensure that there is a named senior leader to lead on attendance;
- ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site ;
- ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence; and
- ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

#### **The senior leaders at Sandford Hill Primary School will:**

- actively promote the importance and value of good attendance to pupils and their parents;
- form positive relationships with pupils and parents;
- ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually; ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues;
- ensure that the regulations and other relevant legislation are complied with;
- return school attendance data to the Local Authority and the Department for Education as required and on time;
- report the school's attendance and related issues through termly reporting to the Governors;
- ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented;
- ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence;
- interpret the data to devise solutions and to evaluate the effectiveness of interventions;
- develop a multi-agency response to improve attendance and support pupils and their families;
- document interventions used to a standard required by the local authority should legal proceedings be instigated; and
- set out how Pupil Premium will be used to support pupils with irregular attendance.

#### **The teachers at Sandford Hill Primary School will:**

- actively promote the importance and value of good attendance to pupils and their parents;
- form positive relationships with pupils and parents;

- contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- ensure that registers are recorded accurately and in a timely manner;
- contribute to the evaluation of school strategies and interventions; and
- ensure that they address key missed learning for pupils who have been absent.

**The Attendance Team at Sandford Hill Primary School will:**

- monitor and analyse pupil attendance data;
- undertake weekly attendance meetings with the named Senior Attendance Champion (who has responsibility for attendance) and other relevant staff members;
- implement the identified strategies for promoting good whole school attendance;
- implement the identified strategies for tackling unsatisfactory attendance;
- manage individual pupil casework files;
- communicate with the school's Education Welfare Officer;
- coordinate individual action plans for pupils causing concern including the instigation of an early help or CIN plan;
- ensure first day calling procedures are adhered to, if a child is absent from school without contact from parents;
- take an active lead in delivering whole school initiatives to promote attendance; and
- make referrals to appropriate external agencies.

**The Family Support Assistant (with responsibility for supporting attendance) at Sandford Hill Primary School will:**

- complete an a.m. register check and a p.m. register check;
- check ParentMail for parental/carer notifications of pupil absence;
- send weekly letters to the parents of pupils who have been identified, to target, by the Attendance Team;
- become the adult responsible for first day contact;
- input the names and times of latecomers;
- download leave of absence request forms, put the dates of the leave of absence into Arbor, acknowledge receipt of the request and file into the attendance folder; and
- update CPOMS weekly with relevant attendance information (updated by Senior Attendance Champion in the absence of the Attendance Officer).

**The pupils at Sandford Hill Primary School will be encouraged to:**

- speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance;
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class; and
- follow the correct set school procedure if they arrive late. This is vital for their safety in the event of a school evacuation.

**The parents of the pupils who attend Sandford Hill Primary School will be politely requested to:**

- take a positive interest in their child's work and educational progress;
- support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home;
- ensure their child has regular attendance at school;
- contact the school if their child is absent to let us know the reason why and the expected date of return;
- avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours;
- ask to talk to a member of the school staff if their child is experiencing difficulties with any aspect of their school work or home and family life;
- inform the school of any change in circumstances that may impact on their child's attendance;
- maintain effective routines at home to support good attendance; and



- attend all meetings requested to discuss attendance issues.

<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Named governor for attendance	Ann-Marie Jackson	
Named Senior Attendance Champion	Sarah Smith	smartin@sandfordhill.org.uk
Named Attendance Officer	Rebecca Morton	rmorton@sandfordhill.org.uk
Named Family Support Assistant	Sam Smithson	ssmithson@sandfordhill.org.uk
Named LA Education Welfare Officer	Laura Trow	education.welfare@stoke.gov.uk

**Appendix 1:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)**Application for holiday leave of absence taken during term time**

This form must be completed **at least four weeks** in advance of the proposed period of absence, by the parent requesting the leave of absence. In line with Governors recommendations, all requests for leave of absence for holiday purposes will be unauthorised.

A period of unauthorised holiday leave of absence will result in the following actions being applied:

- A Penalty Notice may be issued by the Local Authority for the amount of **£80 per parent perchild, if paid within 21 days. E.g. for 2 parents and 3 children the fine would be 2 x 3 x £80 = £480.** The penalty increases to £160 per parent per child if paid after 21 days but within 28days.
- For non-payment, prosecution under s444(1) Education Act 1996 will follow, where if convicted, parents may be fined up to **£2,500.**

I wish to inform of my intention to take holiday leave of absence from school for my child(ren):

Name of Child(ren): \_\_\_\_\_

Class Teacher(s): \_\_\_\_\_

First day of leave requested: \_\_\_\_\_ Last day: \_\_\_\_\_

Number of School days involved

Signed: \_\_\_\_\_ Parent / Guardian

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**Appendix 2:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)**School Response to Application For Leave of Absence Taken During Term Time**

Dear Parent / Carer of Pupil

As stated in the school Attendance Policy and on the form to apply for leave of absence taken during term time, **all** requests for leave of absence during term time will be unauthorised unless in exceptional circumstances.

Your request for the unauthorised leave of absence may therefore result in the following actions being applied:

- On your child(ren)'s return to school, the Local Authority will be notified that an unauthorised leave of absence has taken place and the school will complete the following documents:
  - A completed pro-forma witness statement;
  - A Certificate of Attendance for the period in question;
  - A copy of the advisory letter sent to the parent;
  - A copy of the leave of absence application form from the parent and response from the school;
  - A completed referral form.
- A Penalty Notice will then be issued by the Local Authority, for the amount of **£80 per parent per child, if paid within 21 days of receipt of the penalty notice**. E.g. for 2 parents and 3 children the fine would be 2x3x£80= £480. The penalty increases to £160 per parent per child if paid after 21 days but within 28 days. For non-payment, prosecution under s444(1) Education Act 1996 will follow, where if convicted, parents may be fined up to **£1,000**.
- If this leave of absence is the second unauthorised absence for your child within a period of 3 years, the penalty will be **£160 per parent, per child** when paid within 28 days.
- If this is the third leave of absence for your child within a 3 year period, the case will be presented to the Magistrates Court where fines of up to £2500 per parent, per child can be imposed. Cases found guilty in Magistrates Court can show on parents future DBS certificates as a 'failure to safeguard a child's education'.

Our school, whilst acknowledging that some experiences are valuable for children, is dedicated to the education of our pupils and believes that regular attendance through the year is essential to every child's success.

For information, the school does not benefit in any way from these penalties.

If you have any questions over the content of this letter, please speak to Mrs Smith.

Yours sincerely

Attendance Policy - S.Smith/R.Morton

Summer 2025

Mrs Smith  
Headteacher

**Appendix 3:**

**Sandford Hill Primary School**  
Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ  
Tel: **01782 235511, 235518 or 235781**  
E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)  
[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)



**Penalty Notice Referral for Leave of Absence in Term Time**

To the Parent/Carer of Pupil,

Following our previous correspondence with you regarding the absence of your child(ren), I am writing to advise you that as a result of the unauthorised absence, this matter has now been referred to the Education Welfare Service for the issue of a fixed penalty notice fine.

- A Penalty Notice will be issued by the Local Authority, for the amount of **£80 per parent per child, if paid within 21 days of receipt of the penalty notice**. E.g. for 2 parents and 3 children the fine would be  $2 \times 3 \times £80 = £480$ . The penalty increases to £160 per parent per child if paid after 21 days but within 28 days. For non-payment, prosecution under s444(1) Education Act 1996 will follow, where if convicted, parents may be fined up to **£1,000**.
- If this leave of absence is the second unauthorised absence for your child within a period of 3 years, the penalty will be **£160 per parent, per child** when paid within 28 days.
- If this is the third leave of absence for your child within a 3 year period, the case will be presented to the Magistrates Court where fines of up to £2500 per parent, per child can be imposed. Cases found guilty in Magistrates Court can show on parents future DBS certificates as a 'failure to safeguard a child's education'.

You were previously advised that this course of action would be taken if you took your child(ren) out of school during term time, in accordance with the school attendance policy.

If you have any questions regarding this matter, please contact us.

Yours sincerely

Mrs Smith  
Headteacher

**Appendix 4:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**

E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)

[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

**Attendance Letter of Concern (1)**

Dear

A register check has been completed with our Education Welfare Officer (EWO) and it was noticed that some children have attendance percentages below our school expectation of 96% and this is why we are writing to you.

Your child's percentage, at the moment, is **87.9%** and this means they have already missed **27** sessions of the school year. As a result of their attendance being low, your child's attendance will be closely monitored over the next half-term.

At Sandford Hill Primary School, we want to encourage our children to be in school as much as they possibly can. The Government expects children to be in school at least 96% of the time. Whilst absence is sometimes unavoidable, we would ask that you try and improve your child's attendance and to bring in any evidence that you may have that supports your child being away from school (appointment card/screenshot, dated antibiotic medication etc). If your child is absent, you must contact school by 9:00a.m. to inform us of their reason for absence.

Should your child's attendance continue to deteriorate, it is possible that you may receive a visit from our Education Welfare Officer or be invited to an Attendance Clinic to further discuss the reasons for the absences.

If you wish to discuss this letter, then please do not hesitate to contact school or our Education Welfare Officer on 01782 235355.

Yours sincerely

Mrs Smith and our school's Education Welfare Officer

**Appendix 8:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**

E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)

[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

**Attendance Letter of Concern (2)**

Dear

Since sending a first letter of concern, your child's attendance has continued to fall and the school has not received sufficient evidence (for example a doctor's letter/text message, medical card or prescription) to explain their absence.

Your child's percentage, at the moment, is ??% and this means they have already missed ?? sessions of the school year.

At Sandford Hill Primary School, we want to encourage our children to be in school as much as they possibly can. The Government expects children to be in school at least 96% of the time. Whilst absence is sometimes unavoidable, perhaps due to illness, we would ask that you try and improve your child's attendance and to bring in any evidence that you may have that explains your child being away from school.

To further help and support you to improve your child's attendance, we would like to offer you an Early Help Assessment (EHA). An Early Help Assessment helps to identify and address the needs of children and families who require additional support. Early Help is completely non-judgemental, open and honest and is a collaborative process. Families, along with professionals from various services if needed, work together to understand the family's strengths and needs, and to create a plan for positive change. If you wish to accept the support of an Early Help Assessment from school, please contact the attendance team who will be happy to help.

We hope you will be able to work with us, to improve your child's attendance. Should you wish to discuss how we can help, then please do not hesitate to contact school or our Education Welfare Officer, Mrs Trow on 01782 235355.

Yours sincerely

Mr Wardle, Mrs Smith and the school's Educational Welfare Officer

**Appendix 8:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: 01782 235511, 235518 or 235781

E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)**Invite to Attendance Clinic**

Dear Parent(s) / Carer(s) of ???,

A register check has been completed with our Education Welfare Officer (EWO) and it was noticed that some children have attendance percentages below our school expectation of 96.0% and therefore we are writing to you. Your child's percentage, at the moment, is ???% and this means they have already missed ?? sessions of the school year, classing them as persistently absent from school. As a result of their attendance since September 2024, we would like to invite you to an Attendance Clinic to discuss how the School can support and or, if there are any barriers preventing their attendance improving.

**Date: ??****Time: ??****Via: ??**

If you wish to discuss this letter or are unable to attend the appointment face to face, please let us know and we can change it to a telephone appointment.

As stated in our previous attendance letter, we would like to offer you an Early Help Assessment (EHA) to help and support you to improve your child's attendance. If you wish to accept the support of an Early Help Assessment from school, please contact the attendance team or let us know during your attendance clinic. Please be aware that if you choose not to accept an Early Help Assessment or we do not hear from you with regards to this, it will be recorded with the local authority that you have declined Early Help support offered by the school.

Yours sincerely

Mrs Smith and Miss Trow (EWO)



**Appendix 8:****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**

E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)

[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

**Notification of Referral**

Dear

Following the Penalty Notice Warning letter sent to you on \*\*\*, \*\* failed to attend for \*\*\* sessions within the monitoring period and no medical evidence was provided.

As a result of this, a referral has been made to the Education Welfare Service. An Education Welfare Officer will contact you in due course to discuss \*\*\* attendance. The Education Welfare Service may take the following legal proceedings against you for failure to comply with the Law:

- A Penalty Notice payable of **a £80 or £160 fine.**
- Prosecution under s444(1)(a) Education Act 1996 where if convicted you may be fined up to **£2,500 and/or 3 months imprisonment.**

\*\*\*'s attendance will continue to be monitored weekly alongside our school's Education Welfare Officer, Miss Laura Trow.

Yours sincerely,

Mr Wardle and Mrs Smith  
Co-Headteachers

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**Attendance Notification following Referral**

Dear Parent/Carer,

During our weekly attendance meetings, it has been highlighted that \*\*\* has been absent from school for \*\* sessions since \*\*. Please be reminded, that although your Penalty Notice Warning period has ended, \*\*\* attendance is still monitored. All absences will be used as evidence and will continue to impact the outcome of the referral conducted by the Education Welfare Team.

We hope that you will continue to work with us, to improve \*\*\* attendance. Once again, should you wish to discuss \*\*\* attendance, then please do not hesitate to contact either myself, Miss Morton or alternatively our school's designated Education Welfare Officer, Miss Laura Trow (01782 235355).

Yours sincerely,

Mr Wardle and Mrs Smith  
Co-Headteachers

**Appendix 10****Attendance and Punctuality****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: **01782 235511, 235518 or 235781**E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

Dear

As part of our commitment to improving the attainment of our children, we monitor the attendance and punctuality of children every week. During our regular monitoring, we identify any child whose attendance causes concern, including those children who have arrived late to school on a number of occasions. We are therefore writing to you due to **NAME OF PUPIL** current number of **late sessions**:

Attendance	<i>(current attendance) %</i>
Number of late sessions	<i>(current AA) %</i>
Number of “unauthorised” lates	<i>(current UA) %</i>
Total number of minutes missed through lates	

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

<b>5 minutes late every day = 3 days of school lost a year</b>
<b>10 minutes late every day = 6.5 days of school lost a year</b>
<b>15 minutes late every day = 10 days of school lost a year</b>
<b>20 minutes late every day = 13 days of school lost a year</b>
<b>30 minutes late every day = 19 days of school lost a year</b>

We understand that the school mornings can be hectic, but when **NAME OF PUPIL** is late for school they are missing out on vital parts of their education. Doors open at **8:50 a.m.** and registration is completed at **9:05 a.m.** **Children arriving after 9:05 a.m. will be recorded as late.** If **NAME OF PUPIL** arrives **after 9:20 a.m.**, they will have an “unauthorised” late mark – this is the same as an “unauthorised absence” and impacts on their attendance figure. Attendance data for **NAME OF PUPIL** will be monitored closely and reviewed in the next three weeks with the school Educational Welfare Officer (EWO). During this period, we hope to see an improvement in the time **NAME OF PUPIL** arrives at school.

Thank you, in anticipation, for your support. If you have any queries or would like to talk to anyone about how we can help you with this issue, please do not hesitate to contact us.

Yours sincerely,

Mrs Smith

**Appendix 10****Penalty Notice Changes from 19<sup>th</sup> August 2024****Sandford Hill Primary School**

Clayfield Grove. Longton, Stoke-on-Trent, ST3 5AQ

Tel: 01782 235511, 235518 or 235781

E-mail: [office@sandfordhill.org.uk](mailto:office@sandfordhill.org.uk)[www.sandfordhill.org.uk](http://www.sandfordhill.org.uk)

## School Penalty Notices for Attendance are Changing from August 2024

With the introduction of the new National Framework for Penalty Notices, the following changes will come into effect for all those issued after 19<sup>th</sup> August 2024.

### Per Parent, Per Child

Penalty Notice are issued to each parent, for each absent child.

**For Example:** 2 siblings absent for leave during term time would result in each parent receiving 2 separate Penalty Notices.

### Third Offence

(Within 3 years)

The third time a Penalty Notice is issued for leave in Term Time or irregular attendance, the case will be presented to the Magistrates Court, where fines of up to £2500 per parent, per child can be imposed.

**Note:** Cases found guilty in Magistrates Court can show on Parents future DBS certificates as a 'Failure to safeguard a child's education'.

### First Offence

The first time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be £160 per parent, per child when paid within 28 days.

**This is reduced to £80 if paid within 21 days.**

### 10 sessions of Unauthorised absence in a 10-week period

Penalty Notices will be considered when there have been 10 sessions of Unauthorised absence in a 10-school week period.

These Absences can be late after register closes, Unauthorised Absences and Unauthorised Term Time leave absences. They can also be a combination of any of the above.

### Second Offence

(Within 3 Years)

The second time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be **£160 per parent, per child** when paid within 28 days.

Penalty Notices are issued by the Local Authority on the instruction from the School/Academy, in line with the Department for Education legislation. Once issued these cannot be withdrawn.