

Our ref: CTY/HWO

15 October 2024

Dear Parent/Carer

## Attendance

We would like to thank all our parents and carers in supporting us to ensure that all students are in school at every opportunity. Being in school is vitally important to your child's academic achievement, wellbeing and wider development. The evidence shows that there is a very strong connection between a student's attendance in school and their academic outcomes. For example, recent research indicates that in English and Maths:

- **84% of students with 100% attendance achieved strong outcomes.**
- **Only 36% of students with below 90% attendance achieved strong outcomes.**

## Communicating Absences

As per our absence policy, we request that all absences are reported daily to our attendance team. Failure to report absences could result in a home visit from one of our team to obtain the reason for absence. You can report absences via ClassCharts on the 'reported absence' tab or alternatively you can call the attendance team on 01709 812 864 option 2.

## Attendance Concerns

Should you have any attendance concerns regarding a student, please contact us as soon as possible so we can help support with this. Attendance and Pastoral staff will communicate to enable the best strategies and support for students to ensure they are accessing their education.

## Fixed Penalty Notices

As you may be aware, from August 2024 the guidance from the Local Authority regarding Fixed Penalty Notices and holidays during term time has now changed. The new guidance states, that students missing 10 sessions (5 days) within a 10-week period that are recorded as unauthorised, would be subject to a referral to the Local Authority for issue of Fixed Penalty Notice.

The Fixed Penalty Notice (FPN) process has now also changed, the fine has increased to £160 per parent, per child. However, if paid within 21 days is reduced to £80 per parent, per child. If further leave is then taken within a 3-year period and you meet the threshold for FPN again, this will not be offered at the reduced rate and will just be the £160 per parent, per child. If it is then needed for a third FPN to be issued, then this will then be pursued within the Magistrates Court.

The above guidance is for both holidays in term-time and persistent absences.

## When is an unauthorised absence recorded?

- Any holidays during term time, regardless of the length.
- Any absences of students fallen below 90% attendance, without medical confirmation.
- Any unreported absences.
- When alternative provision is in place but hasn't been attended.
- Medical appointments without confirmation.



Following the guidance set out by the Local Authority, new attendance monitoring and support interventions will look like the following.

<b>Monitoring</b>	<b>Level of absence</b>	<b>Interventions</b>
'School letter' - Notice to improve attendance	<ul style="list-style-type: none"> <li>• 3 days' absence between September and October or,</li> <li>• 5 days' absence between September and December or,</li> <li>• 7 days' absence between September and April or,</li> <li>• 11 days' absence between September and May, or</li> <li>• 13 days' absence between September and July.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Monitoring.</li> <li>• Following absences will be unauthorised without medical consent.</li> <li>• Telephone call 'check ins' from pastoral.</li> </ul>
Letter 1	A further 3 days absence following the date of the first letter.	<ul style="list-style-type: none"> <li>• Invite to school attendance panel meeting with Attendance officers, Mr Tyrrell and pastoral team.</li> <li>• Attendance contract with clear support and interventions signed by student and parents/carers.</li> <li>• Offer of support via an Early Help assessment.</li> </ul>
Letter 2	A further 3 days absence following the date of the second letter.	<ul style="list-style-type: none"> <li>• Discussion with Attendance leads around enforcement via the Local Authority.</li> </ul>
Fixed Penalty Notice (FPN) Letter	Following discussion with Attendance leads.	<ul style="list-style-type: none"> <li>• Letter to inform of enforcement of Fixed Penalty Notice.</li> </ul>

If you wish to discuss this further, or need additional information please contact the Attendance Team on 01709 812864 option 2 for Attendance.

Yours faithfully



Mr Tyrrell  
**Assistant Principal**