

Horsforth School

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New Attendance Guidance Letter

School attendance is a key indicator for pupil attainment, wellbeing and future life chances and an important protective measure for vulnerable children. At the end of February, the DfE announced a number of changes to the law relating to pupil registration and attendance.

The changes to our school policy shall come into effect from the Monday 2nd September 2024, which will also have statutory force from that date.

<https://www.horsforthschool.org/wp-content/uploads/2024/07/Attendance-and-Punctuality-Procedures.pdf>

New National Penalty Notice Framework

The following changes will come into force for Penalty Notice Fines from 19th August 2024 across the whole of England.

Schools MUST consider a penalty notice for 10 unauthorised sessions (usually 5 school days) within a rolling 10 school week period of time (these sessions do not have to be consecutive and can be made up of any unauthorised absences and can span different terms and school years).

Penalty Notices are issued per parent, per child (For example, if there are 3 children in a family, each parent may receive 3 separate penalty notices).

National Penalty Notice Framework (offences in a three year rolling period)

First Offence	Second Offence	Third Offence
The first penalty notice will be issued at £160 per parent if paid within 28 days (this will be reduced to £80 if paid within 21 days)	The second penalty notice will be issued at £160 per parent if paid within 28 days (this will not be reduced)	A penalty notice will not be issued, and the case will be considered for potential legal action. This can result in a criminal record and fines of up to £1,000 plus costs.

Excellent attendance and punctuality are vital for success at school, and to the establishment of positive life habits that are necessary for future success.

Through attending school regularly, students can:

- Build friendships and develop social groups.

'Opportunity and achievement for all'

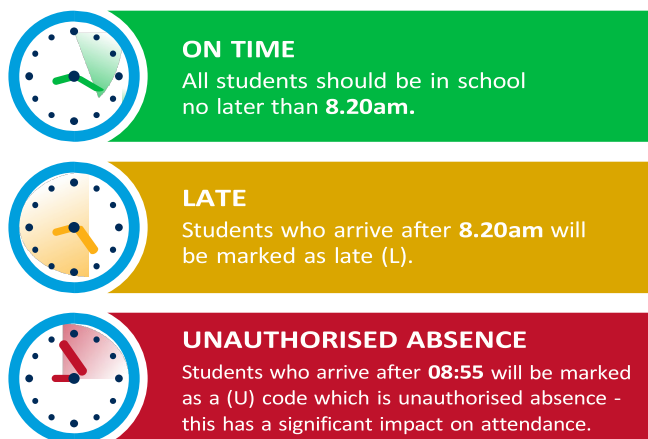
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour.

Definitions of Attendance

Our attendance target for all students is 100% and our **minimum expectation is 97%**. When we speak with students about their attendance we always relate this to the number of lessons and days missed. The visual above shows the impact of days missed and minutes late on a child's learning.

For example:

- If a child is **late to school just 5 minutes** each day, throughout the year it equates to **3 days lost to learning (15 hours)**
- Attendance of **97%** allows for one day of absence per half term and results in **30 hours lost to learning**.



Important Reminders

Parents should report any absence to the school via the absence line on **01 13 2265454** and dial **2** before **8.50am**. Parents should provide the child's full name, form/year and reason for absence. Parents should contact the school for **each day** a child will not be attending school.

If the school are not notified of the absence, parents will be contacted through our **absence text** messaging service **by 9.45am**. This will be followed up with a phone call to request the reason for absence. **Students must be onsite before 8.20am, all gates are locked at 8.21am**. Any student arriving after this will be marked as late.

Is my child too ill from school?

As a school we want to work with parents/carers to ensure that every child's attendance is as high as possible as there is a clear link between attendance, progress and wellbeing.

The NHS have produced clear guidelines to be used by schools and parents/carers which state when children should be kept off school and when they shouldn't. As a school we will be referring to this guidance to determine if we are able to record absences as authorised or unauthorised.

You can find this information using the link below:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)



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Will my Child's Absence Be Authorised?

AUTHORISED		UNAUTHORISED	
✓	An absence for sickness for which the school has granted leave.	✗	Students who are absent from school without reason.
✓	Medical or dental appointments which unavoidably fall during school time. Please provide evidence of this appointment.	✗	Truancy before or during the school day.
✓	Religious or cultural observances	✗	Arrival at school after registration has closed (after 08.55am).
✓	An absence due to a family emergency.	✗	Absence due to shopping, looking after other children or birthdays.
✓	Sporting events, music assessments and competitions (Headteacher's approval is required).	✗	Mild student illness may be unauthorised.