



Horsforth School

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Attendance Guidance Letter

We would like to take the opportunity to thank you for your support with attendance last academic year. Our overall attendance was well above the national & local average which means that our students are more likely to achieve the best outcomes.

In July, over 500 students achieved above 90% attendance and went to the rewards trip to Flamingo Land. We would like to continue to see the number of students attending rewards trips increase over this year.

School attendance is a key indicator for pupil attainment, wellbeing and future life chances and an important protective measure for vulnerable children.

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.
- 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.

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

Improving student attendance is a national priority and as such the government and the local authority have made changes to attendance fines and thresholds for 2025-26.

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).

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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.

Important Reminders

We will always support families first before we issue a penalty notice and prevent absence becoming entrenched. From September, if your child has fallen below 95% of unauthorised absence then you will be invited to attend a meeting to discuss how we can work together to support your child's attendance.

Please also be aware of the following:

- **Morning registers must be closed by 08:50am daily.** If your child arrives after this time, they will be marked with an unauthorised absence code for the morning session, and this will affect their attendance figure.
- **All appointments should be made outside of school hours.** If an appointment has to be made within the school day, please ensure you only remove your child for the appointment time only and return your child back to school once this is completed. For example, if your child has a dentist appointment at 10:30am, they should come to school at 8:00am, leave later that morning for the appointment and then return for the afternoon.

Parents should report any absence to the school via the absence line on **0113 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.

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.	✗	Truancy before or during the school day.
		✗	

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	Please provide evidence of this appointment.
✓	Religious or cultural observances
✓	An absence due to a family emergency.
✓	Sporting events, music assessments and competitions (Headteacher's approval is required).

	Arrival at school after registration has closed (after 08.55am).
✗	Absence due to shopping, looking after other children or birthdays.
✗	Mild student illness may be unauthorised.