

# Attendance Information for Parents

Extol Trust believes that in order to facilitate teaching and learning, good attendance is essential. Children cannot achieve their full potential if they do not regularly attend school. We are building life skills, friendships and providing opportunities for your child to thrive.

We believe our school communities are stronger together, with all of our children in school, on time, every day. We also know that children miss out on valuable experiences with their friends and classmates when they miss school.

We understand that barriers to attendance are complex, and that some children find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with children and parents.

*Improving attendance at school  
continues to be everyone's business.*

Extol Trust are committed to:

- Promoting and modelling strong attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring our Attendance & Absence Policy is clear and easily understood by all.
- Intervening early and working with other agencies to ensure the health and safety of the children in our care.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify children or cohorts that require more support.

All partners should work together to:

## **Expect**

Aspire to high standards of attendance from all children and parents, building a culture where all can, and want to, be in school and ready to learn.

## **Monitor**

Rigorously use attendance data to identify patterns of poor attendance as soon as possible so all parties can work together to resolve them.

## **Listen and understand**

Talk to children and their parents, listening to better understand the barriers to attendance. Agree how all partners can work together to resolve any issues.

## **Facilitate support**

Remove barriers in school and help children and parents to access the support they need to overcome difficulties outside of school. This may include an early help or whole family plan where absence is a symptom of wider issues.

## **Formalise support**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Extol Trust has high expectations of attendance and punctuality. We know regular school attendance is essential for children to reach their full potential. If your child is absent for any reason it is important that you contact the school office on the first day of absence providing an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

You may find the guidance available at <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> useful when deciding whether or not to keep your child off school.

We want to make you aware the statutory guidance produced by the **Department for Education**, *Working Together to Improve School Attendance*, has been updated.

From 19th August 2024 there are new procedures in place to manage irregular attendance at school including a new National Framework for Penalty Notices. Penalty notices can be used in cases where absence has not been authorised by headteachers and can be in respect of any unauthorised absence.

Headteachers can only grant leave of absence in exceptional circumstances. It is unlikely a leave of absence will be granted for the purpose of a family holiday.

Generally, the **DfE** does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

## The 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 (5 school days) 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.

**In summary**, a Fixed Penalty Notice may be issued if there are 5 days of unauthorised absence (10 sessions) in a period of 10 school weeks.

## Contact Details

Each school within Extol Trust has a named attendance officer.



The Attendance Officer for Springwell School is Caroline Derbyshire. She can be contacted by:



01429 280600



[office@springwellschool.co.uk](mailto:office@springwellschool.co.uk)

or an appointment, made via the main reception.

## Further Information

Further information can be found in the DfE Working Together to Improve School Attendance document:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>