

Padnell Infant School

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Hampshire
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13th September 2024

Dear Parents and Carers,

DfE Statutory Guidance for Attendance

I am writing to you about the recent changes to expectations around school attendance, which you will probably have heard a little about on the news or via social media. There is new guidance that we as a school are obliged to follow.

I invite you to read the full 95 page document that was issued to me in the middle of the school holidays and provide a link here

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf, or you can just read the key parts listed below!

Good attendance is 96% and I will contact you if your child's data falls below this either by our usual half-termly letter or a personal phone call, so that you are aware and we can address any issues together.

Your responsibility is to ensure your child attends school every day possible. If they are ill, you must ring the office by 9.15am or if you are taking them out of school for any other reason, an absence request form must be completed in advance. Please be aware absence requests will only be authorised for a few very exceptional circumstances.

From the 19th August 2024 the initial Penalty Notice that I have to issue if your child misses 10 sessions in 10 weeks, will be charged at £160 per parent, per child, if paid in 28 days.

However, if you pay within 21 days it is reduced to £80 per parent, per child. If a second has to be issued within a 3-year period, it is for the full amount only and no reduction is applied.

If you would like more detailed information I attach the link to the updated parent guidance. <https://documents.hants.gov.uk/childrens-services/HIAS/PenaltyNotices-for-non-attendance-guidance-parents-carers.pdf>

If you are unsure of anything or have any questions do pop in and see me.

Lastly, I hope we can work together honestly regarding this aspect of school and ask that you always share the truth with both school and the children regarding absence, to prevent awkward conversations and penalty notices having to be issued retrospectively. Please also note that the money from these notices goes directly to HCC not to us as a school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mandy Grayson'.

Mrs Mandy Grayson
Headteacher