



Springwood Federation, Springwood Avenue, Waterlooville, Hants, PO7 8ED  
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Website: [www.springwoodfederation.co.uk](http://www.springwoodfederation.co.uk)

October 2024

Dear Parents/Carers,

Firstly, I understand that your child's school attendance is an emotive subject for many of you. It is a legal requirement to report on the school's attendance and attendance for groups of pupils and individuals where appropriate.

Children have **13 weeks annual holiday from school** and school holiday dates are published well in advance online. As such, you are expected wherever possible to plan and take your family holidays at this time so as not to disrupt your child's education. Education law states that parents do not have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a headteacher grant permission for leave; and it is the headteachers decision on whether the absence is exceptional and how many days to approve.

## Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19<sup>th</sup> August 2024.

### Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

### 5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.

### 10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

### First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.  
Reduced to £80 per parent, per child if paid within 21 days.

### Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education'.

As set down by the Department for Education, Penalty Notices can be issued for unauthorised absence. In Hampshire, Penalty Notices are issued when a pupil has had 10 or more half-day sessions (equivalent to five school days) of unauthorised absence, in the last 10 school week period or where a parent/carer is deliberately avoiding the national threshold.

To be clear, **the school does not receive any of the money** for Penalty Notices and they also take a significant amount of time to process. This is not something we enjoy doing and really want to avoid, so please try to take holidays where you can during the thirteen weeks the children are not in school.



Hampshire  
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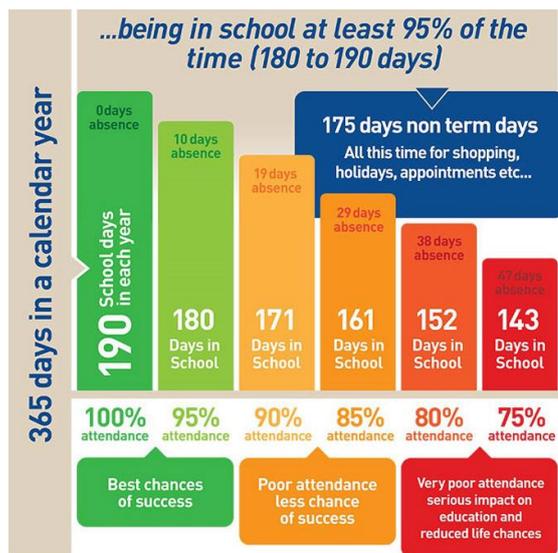
I also appreciate that children easily catch coughs and colds, current NHS guidance advises it's fine to send your child to school with a minor cough or common cold. But if they have a sustained high temperature over 38°, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly. The NHS guidance on if your child should attend school is here:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Therefore, the school's target for 2024-25 is at least **95%**. The Infant School achieved **96%** at the end of 2023-24 and the Juniors **95.7%**. **I do appreciate how hard you are trying so please keep this up.** Every opportunity will be used to convey to you the importance of regular and punctual attendance.

Statistics show a direct link between under-achievement and absence below 95%

- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training



### Lateness

| If your child misses.... | That equals....       | Which is....     | Over 13 years of schooling this is....     |
|--------------------------|-----------------------|------------------|--|
| 10 minutes a day         | 50 minutes a week     | 1.5 weeks a year | Nearly half a year of lost learning        |
| 20 minutes a day         | 1 hour 40 mins a week | 2.5 weeks a year | Nearly 1 year of lost learning             |
| 30 minutes a day         | Half a day a week     | 4 weeks a year   | Nearly 1 and a half years of lost learning |
| 1 hour a day             | 1 day a week          | 8 weeks a year   | Nearly 2 and a half years of lost learning |

Regularly being late for school has a negative impact on your child's learning. Important instructions and the learning objectives might be missed and your child may feel awkward having to interrupt the class to enter. Your child should be in school and ready to learn 5 minutes before registration. A few simple changes can really help: packing bags and lunches the night before, getting clothes and shoes ready the night before or simply getting up 5 mins earlier!

The Attendance Policy can also be found on the school website here:

<https://www.springwoodfederation.co.uk/policies/>

Support and guidance is available on the Hampshire County Council website here:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Your child's attendance will fall into one of these categories:

- Above 95% (National is 95%)
- Between 90-94.99% - Children with attendance below 90% are classed 'Persistent Absentees'
- Between 80-89.99%
- Below 79.99%

| Attendance | What will happen?  |
|------------|--|
| >95%       | Appropriate rewards given  |
| 90-94.99%  | Mrs Johnson will give you phone call and advise you of your current percentage. She will ask you if everything is ok? Can the school help with anything to try and get you above 96%?<br>What can be implemented to prevent your child becoming a 'Persistent Absentee'                    |
| 80-89.99%  | Patterns of non-attendance will be looked at, for example is it every Monday? Support will be signposted and actioned, e.g. a school nurse referral, breakfast club, support with routines at home.<br>Agreed timeline to show an increase in attendance percentage over a period of time. |
| 79.99%     | A member of the leadership team will contact you and your case will likely be referred to the Attendance Legal Panel (ALP).  |

We will be celebrating good attendance collectively as a school, classes will have the opportunity to win our new Attendance Mascot - Gill the Attendance Squirrel. Gill will help deliver important messages about attendance and punctuality. Children have advised they like stickers and badges so we will be awarding these to those that have earned them, along with certificates.

If your child's attendance is currently below 95%, please try and use the next few weeks to achieve a clear improvement. Remember, you can check your child's attendance at any time via the Arbor app and that we are always here to help too. Get in touch if you need some help with morning routines, bedtimes, motivation etc.

Kind Regards



**Mrs J Livingstone**  
**Executive Headteacher**