



# Hoole Church of England Primary School

## Attendance Newsletter

### November 2024

#### Attendance Celebration

Congratulations to all of our super attenders who have made a brilliant start to the new year. Our whole school attendance target for this year is 97%. Some classes and year groups have made a flying start!

<i>Year group</i>	<i>Attendance percentage at end of last half term</i>
Year 6	96.5
Year 5	96.7
Year 4	97.9
Year 3	96.6
Year 2	97.3
Year 1	98.3
Reception	98
<b>Whole school attendance</b>	<b>97.3</b>

The following classes have won the weekly attendance cups this term: RW, 1J, 2EI, 4K, 4C, 5R. The Attendance cups are awarded every Monday based on attendance in the previous week.

Last year, our whole school attendance was 95.82% for the school year.

#### New National Framework for Penalty Notices for School Absence

We have written to families about the new national framework which came into effect on 19<sup>th</sup> August 2024. We are keen to ensure that all families are aware of these changes to help to avoid penalties being issued where they can be avoided.

Changes are as follows:

- **A penalty notice must be considered where there is 10 sessions (usually equivalent to 5 school days) unauthorised absence in a rolling 10 week period.**
- The 10 sessions of unauthorised absence can include any type of unauthorised absence (i.e. holiday taken in term time, arriving significantly late to school or odd days taken without explanation).

**This means that, in any rolling 10 week period, if a child is absent for a holiday for 4 days (8 sessions of school) and then has a further day off school which is not authorised, parents/carers may be liable for a fixed penalty.**

Unauthorised absences do not have to be 10 consecutive sessions (or 5 consecutive days) for a penalty to apply. Any 10 sessions (5 days) of unauthorised absence in the 10 week rolling period may be counted. The absence does not have to be in one single block of 10 sessions for the penalty to apply.

**The 10 week rolling period started from 19<sup>th</sup> August 2024.**

### Penalty increase from 19<sup>th</sup> August 2024

**The penalty amount also increased** with effect from 19<sup>th</sup> August. The penalty is now £80 if paid within 21 days and £160 if paid within 28 days.

### What happens if there is further unauthorised absence after a fixed penalty has been issued?

A new national limit of 2 penalty notices can be issued to parents for the same child within a rolling 3 year period.

If a second fixed penalty is issued for further unauthorised absence within a rolling 3 year period, the fine applied is charged at a higher rate of £160 per parent, per child.

There is a national limit of 2 penalty notices which can be issued to the same parent(s) for the same child. So, at the third or subsequent offence, another course of action such as prosecution or legal intervention will need to be considered by the school in collaboration with the Education Welfare Service.

The 3 year rolling period crosses over into secondary education. This means that if your child leaves us for secondary school, the rolling 3 year period runs continuously.

### How can unauthorised absence be avoided?

**Please ensure that you always contact school to inform us when your child is absent from school.** Where we are not contacted and cannot make contact with you, the absence is coded as unauthorised.

**In some cases**, we may ask families to provide medical evidence to verify absence due to illness. We ask for this to try to help as we can then code the absence correctly, rather than it being coded as unauthorised absence. **If you are asked to provide medical evidence**, please work with us so that we can avoid your child being shown as accruing unauthorised absence.

Please also be aware that when children arrive at school after 9.20am, a U code has to be entered into the register. **The U code affects your child's attendance percentage and is counted as a session of unauthorised absence.** If you are experiencing difficulties getting your child to school on time, please discuss this with us so that we may offer help and support.

**I would also urge families to avoid holidays during term-time, even for less than five days.** Any holidays taken during term-time will automatically count towards the 10 sessions (5 days) unauthorised absence in any 10 week rolling period. This means that the family will be on the pathway to the second higher penalty if a further break is taken within a rolling three year period.

### Who can help with attendance and punctuality issues?

**We are keen to help and support families. Please contact Colette Williamson, Attendance Officer, or Elaine Robertson, Learning Mentor.**

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