



ATTENDANCE NEWSLETTER

APRIL 2025



INTRODUCTION

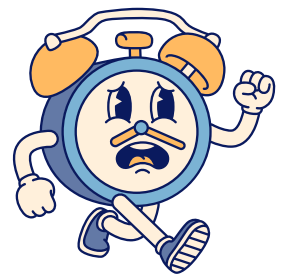
Welcome to our third and final attendance newsletter of this academic year. We continue to monitor attendance very carefully as we know how important it is to your child's education.. Evidence shows that pupils who have a good attendance enjoy better wellbeing and attain higher!

Lateness and holidays remain the areas which are impacting our attendance.

1) Lateness

Lateness affects attendance.

Lessons in mainstream **START AT** 8:45am when the register is taken. This means that children **must** be in class, sitting down and ready to learn (not arriving!) by this time. If your child arrives after 9.15am then they will be marked as unauthorised late which affects attendance. Our school gates open at 8:30am to allow plenty of time for the children to get in and get settled. For our Specialist Unit the gates open at 8.40am and registration is at 8.55am.



It is also quite difficult for a child to arrive late as they miss the start of lessons and can become a little embarrassed which we never want for our children.

2) Holidays

Holidays cannot be authorised in term time so please do not book them.

More information about fines for parents taking children out of school can be found [here](#).



Finally, a huge thank you to all of the families who consistently get their children into school on time and support us with our attendance – it really does make a difference to your child's education.

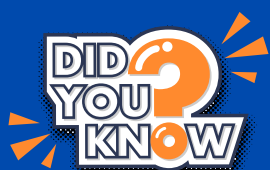
Year Group	Attendance from 4th Sept to 4th April 2025 <i>We are aiming for 96%+</i>	Year Group	Attendance from 4th Sept to 4th April 2025 <i>We are aiming for 96%+</i>
Reception	95.48%	1	97.31%
2	95.29%	3	96.19%
4	95.23%	5	95.86%
6	95.52%	Whole School	95.83%

Can I ask for help in getting my child to attend school?



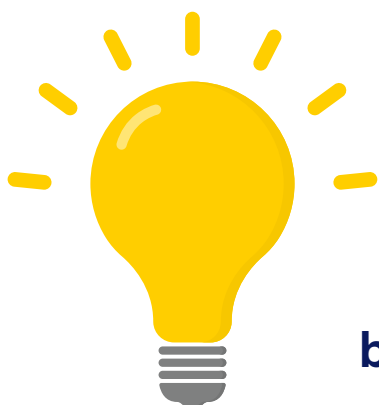
If a parent is finding it difficult to get their child to attend school, they can ask the Local Authority and school to help. Parents can agree a plan to help improve their child's attendance which can result in drawing up a "Parenting Contract" under Section 19 Anti-Social Behaviour Act 2003. A parenting contract is a formal written agreement between a parent and either the school (with the exception of Independent schools and non-maintained special schools) or Local Authority to address irregular attendance at school or alternative provision. A contract is not legally binding but allows a more formal route to secure engagement with support where a voluntary early help plan has not worked or is not deemed appropriate.

If you would like some support with your child's attendance, please contact **Karen Keay**, our Attendance Lead.



Did you know?

Schools have a safeguarding duty, under Section 175 Education Act 2022 to investigate any unexplained absences.



BRIGHT FUTURES

begin with good school attendance

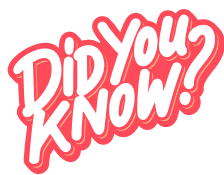
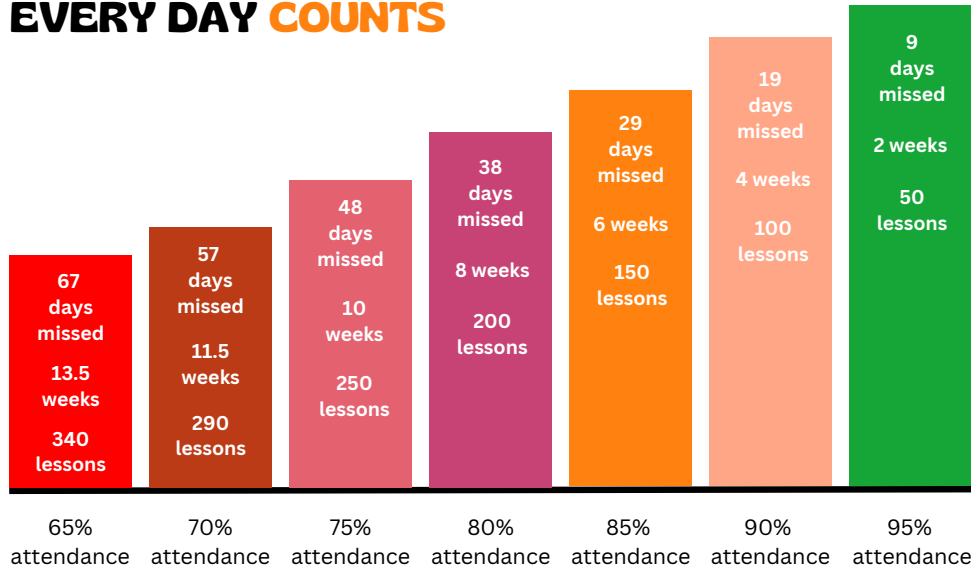
BE KIND

WORK HARD

BELIEVE

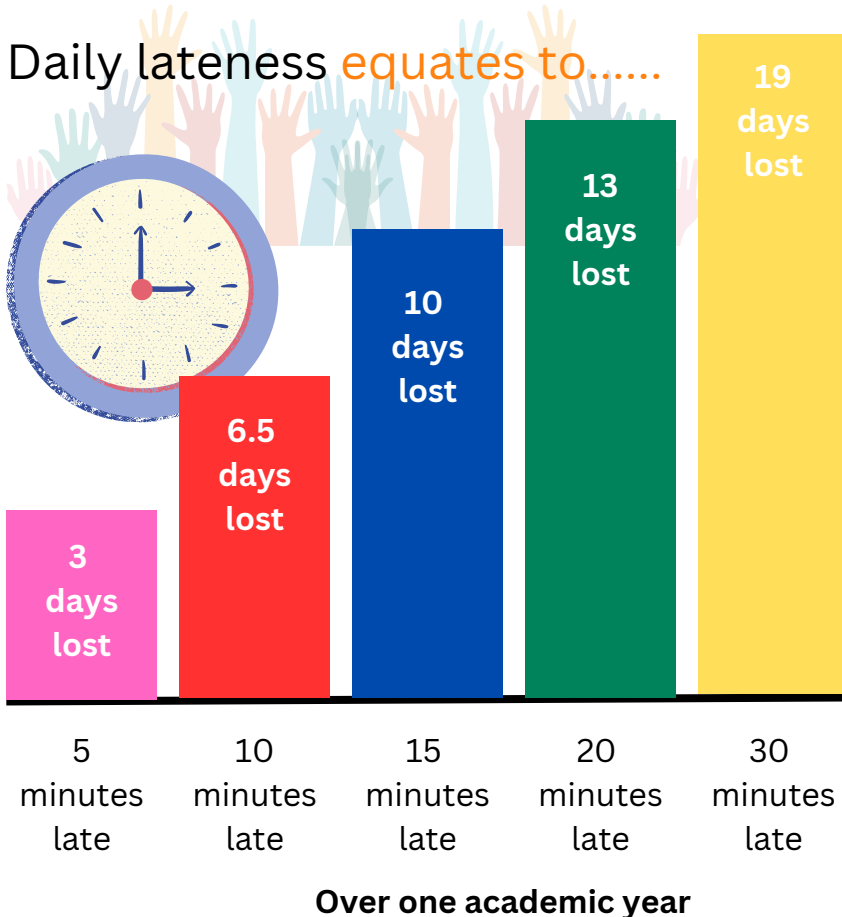
ATTENDANCE MATTERS!

EVERY DAY COUNTS



175 days are not spent at school so there's plenty of time for holidays and appointments

Daily lateness equates to.....



96 - 100%

Good

Good attendance giving the best chance of educational and future success

90 - 95%

Cause for concern

Poor attendance giving less chance of success and creating gaps in learning

89% and below

Seriously worried

Very poor attendance. Drastic effect on academic achievement



BE KIND

WORK HARD

BELIEVE

EHPS Steps to Improve Attendance

1

Termly Newsletters advising families of our whole school attendance focuses and processes. Celebrating success as well as identifying issues.



2

Half termly emails to families to advise of child's percentage attendance.

These are categorised as:

Red (below 90%)
Amber (90-95%)
Green (96+)

3

The attendance team will look at individual pupils at Amber or Red and decide next steps. These could be:

- Continued monitoring
- Informal meeting with family
- Parent Contract Meeting
- According to our monitoring letters will then be sent to families.



4

Letter 2 will invite families to an Informal Meeting to discuss reasons for absence and possible support. Attendance will then be monitored for 10 weeks. If there is improvement, then there will be no further action but we will continue to monitor.

5

Letter 3 will invite families to a Parent Contract Meeting where a formal agreement is made. Parents are made aware that if attendance does not improve they will be referred to SASS and could be interviewed under caution and need to pay a considerable fine for the offence of failing to ensure regular attendance (under section 444 of the Education Act 1996)



6

The attendance team will continue to monitor weekly and attendance is an agenda point on our weekly safeguarding meetings. Regular monitoring and action will raise attendance across our school.



How to report your child's absence

Call: 01604 677971

Email: absence@easthunsburyprimary.org

Working together

Our aim is always to work with families to help improve a child's attendance. We know that there are many reasons why children do not attend school, so we want to support families on an individual basis. However, when we are not successful in supporting families, or they refuse to engage, the law protects pupils' rights to an education and provides a range of legal interventions to formalise attendance improvement efforts.

As such parents could be:

- issued a Penalty Notice by the local authority for their child's non-attendance. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- Where the national threshold is met for a third time (or subsequent times) within 3 years, alternative action will be taken instead. This will often include considering prosecution by the Local Authority under section 444 Education Act 1996 but may include other tools such as one of the other attendance legal interventions.

Meet our Pastoral Team



Lucy Boswell

Designated Safeguarding
Lead and Head of the SU

boswellll@easthunsburyprimary.org



Karen Keay

Pastoral and Attendance
Lead

keayk@easthunsburyprimary.org



Lindsey York

SENCO and Deputy
Designated Safeguarding
Lead

yorkl@easthunsburyprimary.org



Krista Neville

Family Support Worker

nevillek@easthunsburyprimary.org

Please do not hesitate to contact them if you or your child should require any additional support.

01604 677970

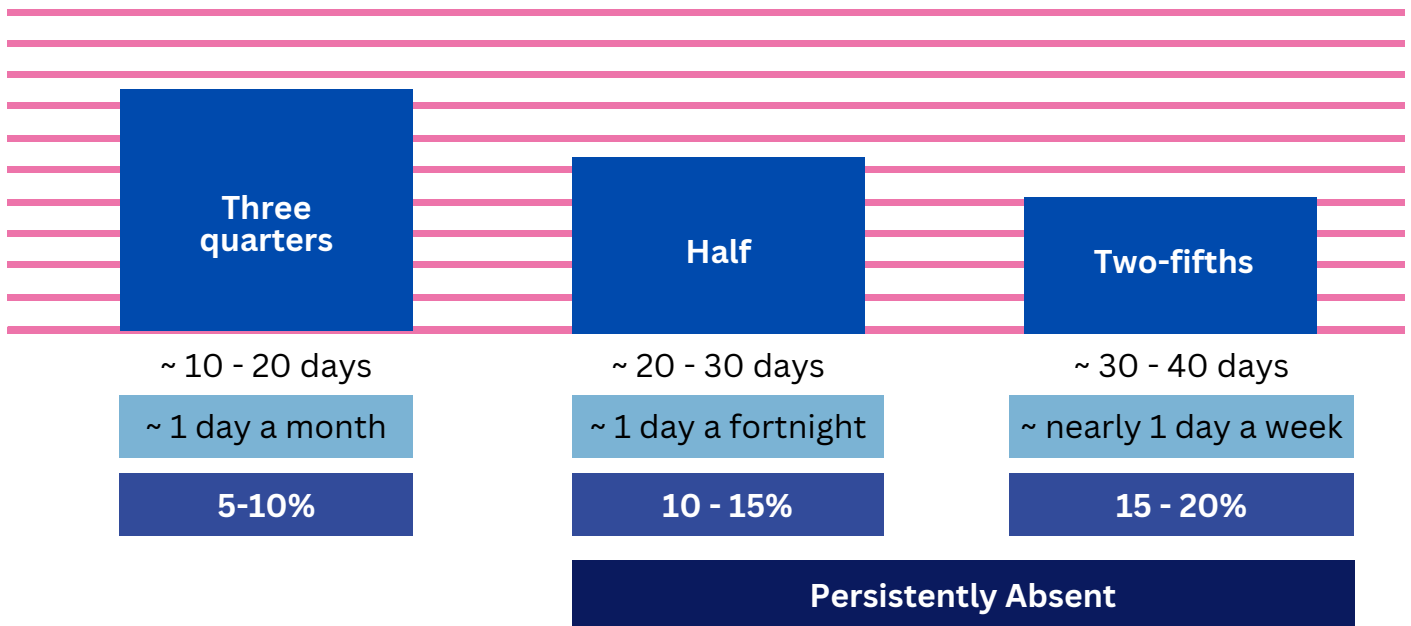
BE KIND

WORK HARD

BELIEVE

The link between attendance and KS2 outcome is clear

Pupils who miss more days have the odds of achieving the expected standard at KS2 than similar pupils who attend nearly every day (95 - 100%)



Children who attend school 90 - 95% of the time have $\frac{3}{4}$ the odds of reaching the expected standard in writing and maths compared to similar pupils who attend nearly every day.

Pupils who miss the **equivalent of a day a fortnight** have almost **half the chance** to be up to standard in English and Maths when they head off to secondary school compared to similar pupils attending nearly every day.

Children who miss **nearly one day a week** of education have $\frac{2}{5}$ of the chance of being up to the standard as similar pupils attending 95 - 100% of the time.

HOW PARENTS CAN HELP WITH ATTENDANCE

- Establish a good routine at home and stick to it** (Icon: Checklist and clock)
- Get up in plenty of time** (Icon: Alarm clock)
- Show an interest in what your child is learning in school** (Icon: Lightbulb over an open book)
- Make sure your child understands the importance of good attendance and punctuality**
- Get things ready for school the night before** (Icon: Backpack and lunchbox)
- Make appointments e.g. dentist after school hours, at weekends or during the holidays** (Icon: Doctor and child)
- Avoid taking holidays during term time** (Icon: Sun)

What is compulsory school age?

A child is of compulsory school age at the beginning of the 1st term after their 5th birthday, so:



- children who turn 5 between 1st January and 31st March will be of compulsory school age at the beginning of the school term after 31st March;
- children who turn 5 between 1st April and 31st August will be of compulsory school age at the beginning of the school term after 31st August;
- children who turn 5 between 1st September and 31st December will be of compulsory school age at the beginning of the school term after 31st December.

A child remains of compulsory school age until the last Friday in June in the school year that they turn 16 years old. young people are then required to remain in education, employment or training until their 18th birthday.

Who is considered a parent in education law?

Section 576 Education Act 1996 defines a parent widely to include:

- a biological parent of the child (even if they do not have Parental Responsibility and even if the child does not reside with that parent);
- any person who is not a parent but has Parental Responsibility for the child (for example through a Residence Order, Child Arrangements Order, Special Guardianship Order, Step-Parental Responsibility Order, Adoption Order or Care Order);
- someone who has care of the child.

School has to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or who have missed 10 school days or more without the school's permission. Only exceptional circumstances warrant a leave of absence.

Therefore all these people have the duty to ensure their child of compulsory school age receives a suitable education. This does not mean that the child has to attend a school – it is possible to fulfil this duty by home educating the child.



Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.