



North Scarle  
Primary School

**'Choosing to be Successful'**

Monday 16<sup>th</sup> September 2024

Dear Families,

## **RE: Attendance and the National Framework for Penalty Notices**

As many of you will already be aware, attendance is a high priority for the school and an area in which we are increasingly proud. Our school was recognised last year as having one of the highest attendance levels in Lincolnshire, which is evident not in the excellent academic attainment of our pupils but also in their enjoyment of coming to our school and feeling safe. So, a big thank you to all those of you that supported your child and their commitment to attending school.

Attendance continues to be a significant talking point locally and nationally, due to some disturbing absence figures up and down the country. The government has therefore decided to introduce a new NATIONAL framework for penalty notices, which means ALL schools no longer have the authority to decide whether to issue a FPN or not – these are now statutory across the whole of the UK, bringing ALL schools under one threshold.

The DfE's guidance identifies that pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind, and a prolonged period of absence may heighten anxious feelings about attending in future. Children with poor attendance tend to achieve less in both primary and secondary school. The government expects schools to promote good attendance and reduce absence, including persistent absence (a child is considered persistently absent if their attendance drops below 90%). If you have any concerns about your child attending the school, please do not hesitate to contact us to discuss available support. Through working together, we can achieve the best outcomes for your child.

The table below shows the number of days' absence over a year that equate to each percentage absence.

<b>Percentage Attendance</b>	<b>Approximate number of days absent (per year)</b>
95%	10 x days; 20 x sessions (2 x weeks)
90%	19 x days; 38 x sessions (nearly 4 x weeks)
85%	29 x days; 58 x sessions (nearly 6 x weeks)

Our aspiration for all pupils is that their attendance is 100%, for them to get the best from their learning. We understand that there may be times when absence is unavoidable. However, where it is avoidable, I ask that you work with school and ensure your child(ren) is/are in school, as often as possible.

Please read below for clarification of the new threshold. This is also written into the school's newly updated Attendance and Absence Policy, in which the Lincolnshire Code of Conduct is also shared. These can be found on the school's website and a paper copy can be requested from the school office.

## **National Framework for Penalty Notices**

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive



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and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Please be aware that the new DfE National Framework sets out the following with regards to a penalty notice:

Penalty Notice	Details
First Penalty Notice in a 3-year period:	Issued to each parent. Charged at £80 if paid within 21 days. £160 if paid within 28 days.
Second Penalty Notice in a 3-year period:	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.
Third Penalty Notice in a 3-year period:	Alternative action should be taken, for example, prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a magistrate's court appearance and a fine of up to £2,500 and/or prison.

Punctuality to school is also vitally important. Pupils who arrive late to school have an unsettled start to the day and this can disrupt their own learning, as well as that of their peers. In addition, punctuality is a key life skill, that we are keen to promote and reinforce. As a result, persistent lateness will be challenged, and sanctioned where appropriate. I would urge you to contact school if you feel you would benefit from any support around this.

We encourage scheduling medical appointments outside of school hours, but we do understand that it is not always feasible. If an appointment is required during the school day, please take only the essential time away from school to minimise disruptions to your child's education.

As a reminder, if your child is unable to attend school, please ensure that you notify us as soon as possible. If your child's absence goes beyond one day, we need to be contacted on each subsequent day of absence.

For any queries regards what this means for you and your child, please do not hesitate in coming to see me or contacting me via email or phone.

I would like to thank you for your continued support with your child(ren)'s education and thank you again for the brilliant start back to this new academic year. Attendance is high and behaviour and attitudes across school are exceptional.

Yours Sincerely,

Mrs K Durant Good  
Headteacher