



Dear Parent/Carer,

Re Attendance and Punctuality

I am writing to update you about the vital importance of attending school and being on time every school day. We are writing to all children’s families to emphasise the importance of being in school on time as there have been several students arriving late to the school.

We ask all children to be on site from 8:30am. This is so they are ready for learning to start at 8:40am. If a child arrives after this time, they will be late for school and will be taken to the late room and issued with a 20-minute same day detention.

Children who arrive late are greatly disadvantaged because they miss the start of the day with their peers and the beginning of the form time lesson. In tutor sessions we are concentrating on whole class reading and our personal development curriculum.

Having a day absent each fortnight or on random days means students are missing more than 5 hours of learning that day. This means that they will struggle to understand their lessons upon their return to school. Lessons are taught in a sequence, which can rely on knowledge from prior lessons. We want all our students to have the best chance of success and this requires no gaps in learning.

Overall Attendance Percentage by the End of Year	Lessons Missed	Sessions Missed
99.5%	5	2
97.5%	25	10
95%	50	20
90%	100	40
85%	150	60

The link between attendance and attainment is simple; those who attend school will achieve higher grades.

It is also particularly important that children establish good routines and habits in preparation for the rest of their lives. Punctuality and attendance are life skills that they need to develop whilst they are young.

If you are experiencing difficulties with punctuality and/or attendance and would like to talk to us about it, please contact us to make an appointment with your child’s Head of Year.

If your child is unwell and is unable to attend school, please make sure you notify school the same day. You will also find guidance on promoting positive attendance on our school website, this also details our approach to taking holidays during term time. I have included the updated guidance on penalty notice fines from Sheffield Council, the new system for



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penalty notices comes into force from 19th August 2024. It is important you read and consider this, Section 444 of the 1996 Education Act states that all parents have a legal obligation to ensure their children attend school regularly. Taking unauthorised term time holidays and/or persistent absence may make parents/carers liable for a Penalty Notice (which is a fine). The fines from 19th August 2024 are vastly different from what has existed previously, and I urge you to pay particular attention to the amount for the first offence, but also the second offence (within 3 years of the first).

<https://hgsc.co.uk/parents/attendance-and-holidays>

If there are any challenges or concerns affecting your child's attendance, please do not hesitate to contact our Attendance Manager, Mrs Parker, or your child's Head of Year. We are here to assist and work collaboratively with you to find solutions that support your child's education.

Please find attached the new holiday request form.

Thank you for ensuring your child attends school on time, every day.

Yours sincerely

Mr J Furness
Assistant Headteacher Attendance



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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 19th 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. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

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'.



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