



5th September 2023

Dear Parent/Carer,

Regular School Attendance and Parent's Legal Responsibilities

At St Clement's High School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Local Authority operates a system where any pupil with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any pupil at St Clement's High School who meets that criteria, will be referred to the Local Authority for action to be considered.

If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken.

There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

Requests for leave of absence

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

I hope we can count on your support in this matter. Please do not hesitate to contact me if you have any questions.

Yours sincerely,



Mr N Willingham
Headteacher

Every Day

Counts



Supporting Good

School Attendance

Guidance for Parents / Carers

Good attendance at school is one of the most important factors in ensuring that children and young people have the best opportunities in adult life.

Did you
know?



90%
Attendance

for one year = 4
weeks of learning
missed, this is called
persistent absence.

justonenorfolk.nhs.uk/attendance



Norfolk
County Council

Research has shown that there is a strong link between levels of attendance at school and levels of achievement. Students with high levels of attendance tend to gain better results in tests and examinations than students with lower attendance levels. Children with good attendance are more than twice as likely to pass their English and Maths GCSEs compared to those who are persistently absent.

How you can help your child have good attendance

- ✓ Get into good routines: start the year right and make attendance a priority, or even better, get into good habits from the start of nursery!
- ✓ Show an interest in school and education; attend parents meetings, concerts and other school events.
- ✓ Talk about school at home: ask your child what they're learning, how their friends are and how they're getting on.
- ✓ Encourage your child to take part in school activities.
- ✓ Don't let your child take time off school for minor ailments: particularly those which would not stop you from going to work.
- ✓ Where possible, make appointments outside of school hours.
- ✓ Take family holidays during school holiday time only.
- ✓ Encourage your child to tell you about any problems they may have at school. If you know or think that your child is having difficulties attending school, you should contact the school straight away.
- ✓ Acknowledge, praise and reward good or improved attendance, even small successes.

For advice on support for your child's attendance, speak to your school or visit
justonenorfolk.nhs.uk/attendance





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Good attendance at school is the single most important factor in ensuring that children and young people have the best opportunities in adult life.

If you're worried about your child's attendance, speak to your school or scan the QR below for advice and support from Just One Norfolk.

www.justonenorfolk.nhs/attendance



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