



ATTENDANCE NEWSLETTER

SEPTEMBER 2025

EAST HUNSBURY PRIMARY SCHOOL



Welcome to Our First Attendance Newsletter of the Year!

Welcome to the first edition of our attendance newsletter for this academic year! We're excited to be back and look forward to working together to ensure every child has a happy, successful year of learning.

Why Attendance Matters

Did you know that children with 95–100% attendance in Year 6 are 30% more likely to reach the expected standard in reading, writing, and maths compared to those with slightly lower attendance (90–95%)?

Regular attendance not only boosts academic achievement but also supports children's wellbeing, helping them build friendships, routines and confidence in the classroom. Every day in school helps children grow socially, emotionally and academically.

The Impact of Absence

Even missing just 10 days a year can significantly reduce a child's chances of meeting key learning milestones. Persistent absence can also affect future outcomes, with research showing that each additional day missed in secondary school could reduce future earnings by £750 a year.

Term-Time Holidays

We kindly remind families that holidays during term time cannot be authorised. Headteachers may only grant leave in exceptional circumstances and leisure travel does not meet this criteria. Unauthorised absences may result in fines, as outlined in national guidance mentioned later in the newsletter.

Support Is Always Available

We understand that there can be challenges, and our pastoral team is here to help. Whether your child is struggling with anxiety, illness, or other barriers to attendance, please don't hesitate to reach out. We're committed to working with families to find solutions that support every child's needs.

Monitoring and Updates

We will be monitoring attendance closely throughout the year and will send you a termly update on your child's attendance. Due to our wonderful Mrs Beasley having an operation on her hip, these emails will start in January but please be assured that we will be tracking all children's attendance each and every day.

Monitoring attendance helps us to identify where extra support may be needed.



We're aiming for whole school attendance of **96+%**.
Last year our average was **95%**.



Our current **Year 5 & 6s** had the overall lowest attendance last academic year.

LATENESS

Lateness affects learning.

Lessons in mainstream classes start at 8:45am! Your child should not be arriving at this time as they should be in class, ready to learn. Classroom doors open at 08:30.

Children arriving after 8:45am will be marked as 'late' and If your child arrives after 9:15am, then they will be marked as unauthorised late which will affect their overall attendance marks.

Being late can also be quite difficult for children as they can become embarrassed and find it hard to catch up the missed input at the start of a lesson – neither of which we want for our children starting their day. Please help your child to be on time every day.

Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's Attendance and Pastoral team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Lindsey York (SENCO) and Designated Deputy Safeguarding Lead (DSL) and/or Karen Keay our Attendance Lead and DSL.

REGISTRATION TIME – THE HIVE

The school day timings are **8.40am - 3.30pm** for ALL children in the SU. Classroom doors will open at **8.40am** and we will take the register at **8.55am** daily. **This means if your child arrives after 8.55am they will be marked as late.**

HOW PARENTS CAN HELP WITH ATTENDANCE

Make sure your child understands the importance of good attendance and punctuality

Get things ready for school the night before



Establish a good routine at home and stick to it



Get up in plenty of time

Make appointments e.g. dentist after school hours, at weekends or during the holidays



Show an interest in what your child is learning in school

Avoid taking holidays during term time



NEED
HELP?

Do you need help with your child's school attendance?

Contact the Pastoral Team for support.

Lucy Boswell – Designated Safeguarding Lead and Head of the SU
(boswelll@easthunsburyprimary.org)

Lindsey York – SENCO and Deputy Designated Safeguarding Lead
(yorkl@easthunsburyprimary.org)

Karen Keay – Attendance & Behaviour Lead
(keayk@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**

Government Attendance Policies

We are led by the Government Attendance Policies including the National Framework for Penalty Notices for school absence. This National Framework aims to:

- Make penalty notices more effective by ensuring they are only used in cases where they are the most appropriate tool to change parental behaviour and improve attendance
- Prioritise the support first approach by expecting support to be used in cases where it is appropriate and using penalty notices in cases where support is not appropriate (e.g. a term time holiday) has not worked or has not been engaged with.
- Improve consistency in the use of penalty notices across England by introducing a new national threshold at which they are considered.
- Improve the deterrent effect of a penalty notice by increasing the amount and introducing a new national limit of 2 penalty notices within a 3 year period to break cycles of repeat offending.

How does this National Framework affect you...?

Here are some initial key points of information:

When would a penalty notice be considered? After 10 sessions (which is equivalent to 5 school days) of unauthorised absence within a rolling 10 week period.

There is an increase to the rate of a penalty notice from £120 to £160 if paid within 28 days and £60 to £80 if paid within 21 days (per child).

If you receive a second penalty notice e.g same parent for the same child(ren) within a rolling 3-year period, you will automatically be charged the higher rate of £160 with no option of the charge to be reduced to £80.

There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period so at the 3rd 'offence' you may be considered for prosecution or one of the other attendance legal interventions rather than a fine.

You may receive a Notice to Improve from West Northants Council or the school which is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.

Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the headteacher will review the absence request

Exceptional circumstances: in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence.

How to report unplanned absences

In the event of an unplanned absence, we request you follow these steps:

- **Contact the school:** on the day of the absence. Please call the school office before 9am to inform us about your child's absence.
- **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records
- **Send a written note upon return:** when your child is ready to return to school after an absence, please send a written note explaining the reason for the absence. This note should be given to your child's class teacher

How to apply for a pre-planned leave of absence

Visit the school office and ask for a Leave of Absence form and return it completed to the school prior to the absence starting. You can also find the form on our [website](#).

Fines for unauthorised absence

Under Section 444 a person is guilty of an offence for failing to secure regular school attendance of their child, if their child is of compulsory school age and is a registered pupil at a school. Where continued absence is a concern referral may be made to the Local authority who may take legal action.

Legal action against you may result in either:

- A Penalty Notice with a potential fine of up to £120 per child.
- Prosecution under Section 444 (1) of the Education Act 1996 where, if convicted, you may be fined up to £1,000.
- Prosecution under Section 444 (1A) of the Education Act 1996 where, if convicted, you may be fined up to £2,500 and/or imprisonment.

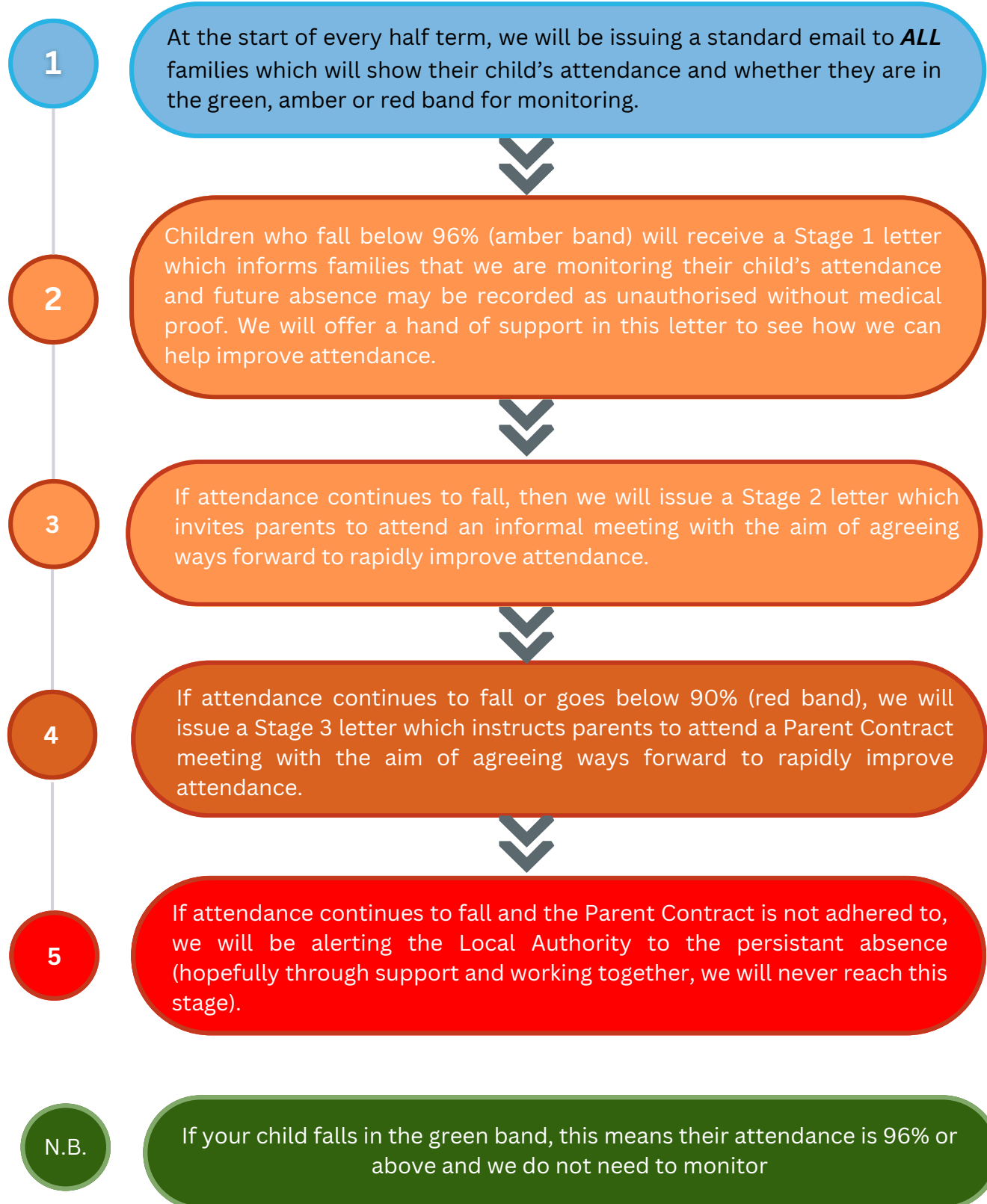
My question hasn't been answered here

Please get in touch with any one of our Safeguarding team by calling the school office or contacting them via our [website](#) with any further questions, and we'll be happy to discuss them with you.

- Lucy Boswell - Designated Safeguarding Lead, Assistant Head & SU Lead
- Lindsey York – Assistant Head, SENCO and Deputy DSL
- Kathryn Pennington - Headteacher
- Julia Fenton – Assistant Head
- Kelly Roberts - Senior Leader & Health and Wellbeing Lead
- Krista Neville - Family Support Worker
- Karen Keay - Pastoral & Attendance Lead

We are aiming for every child to have an attendance of at least 96%!

What steps will EHPS take?



What is a Parent Contract Meeting and what is it for?

This is a meeting for those involved with your child's school attendance. It will consider why attendance is so low and set targets for improvement. The meeting will be followed by a review a few weeks later. From the date of the first meeting, all absences will be recorded as unauthorised, unless a medical certificate or other supporting evidence is provided and agreed by the Headteacher. If at the review, attendance targets are not met and there is reason to believe that an offence has been committed, you may be asked questions under a formal caution at a further second meeting.

How to report your child's absence

Call: 01604 677971

Email: absence@easthunsburyprimary.org

If attendance is below 96%, school may unauthorise future absence.

Holidays in term time will not be authorised

School has to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or who have missed 5 school days or more without the school's permission. Only exceptional circumstances warrant a leave of absence.

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

Did You Know?

ATTENDANCE MATTERS Every day counts

Please read the information below and think about how often your child is absent from school and the impact that has on their future. If your child's absence from school becomes a cause for concern, we will contact you to support and improve attendance.

GOOD ATTENDANCE MEANS...

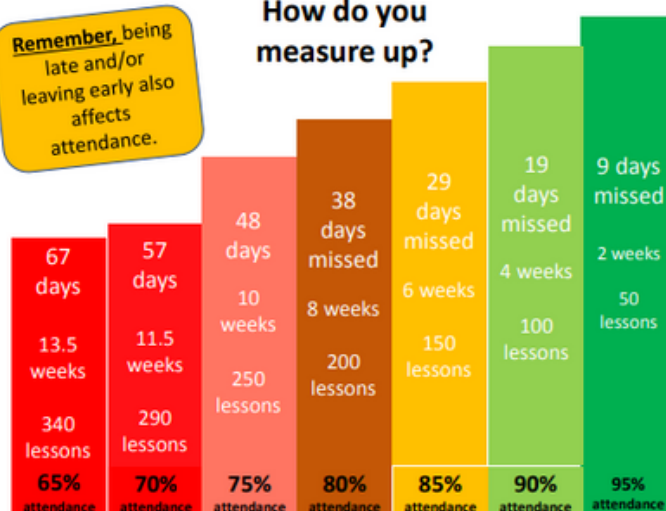
Being in school at least 97% of the time or 184-190 days.

The Government states that every child's attendance should be at LEAST 95%

Seriously worried 89% and below	Cause for concern 90%-95%	Good 96%-100%
Very poor attendance. Drastic effect on academic achievement.	Poor attendance giving less chance of success and creating gaps in learning.	Good Attendance giving the best chance of educational & future success.

Remember, being late and/or leaving early also affects attendance.

How do you measure up?



There are 365 days in a calendar year.

175 days are NOT spent in school.

So there's plenty of time for shopping, holidays and appointments

Our welfare and wellbeing team are always here to help and support. Please call the school office if you would like to chat to a member of the team.

BE KIND

WORK HARD

BELIEVE