

Dear Parent/Carers,

At Broomwood Primary School, we believe that attending school regularly is essential for your child's success. We care deeply about ensuring that all our pupils come to school every day, ready to learn. Our school is a calm, friendly, and supportive environment where everyone is encouraged to do their best. At Broomwood, our five core values—Respect, Welcoming, Nurturing, Togetherness, and Commitment—guide everything we do, helping us create a positive atmosphere where every child thrives. We expect all children to attend school regularly to fully benefit from the opportunities we offer.

Attendance (Academic Year)	Equals this many days absent	Equals this many weeks absent (approx.)	Equals this many lessons missed
95%	9 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
70%	57 days	12 weeks	360 lessons

Any pupil whose attendance is below 90% is considered as a 'persistent absentee'

### Why is good attendance important?

Good attendance and punctuality are crucial for success in school and for developing positive habits for the future. Every lesson matters, and being on time for school has a significant impact on a child's learning. Missing even part of a lesson can affect their progress and understanding.

Through regular attendance your child can:

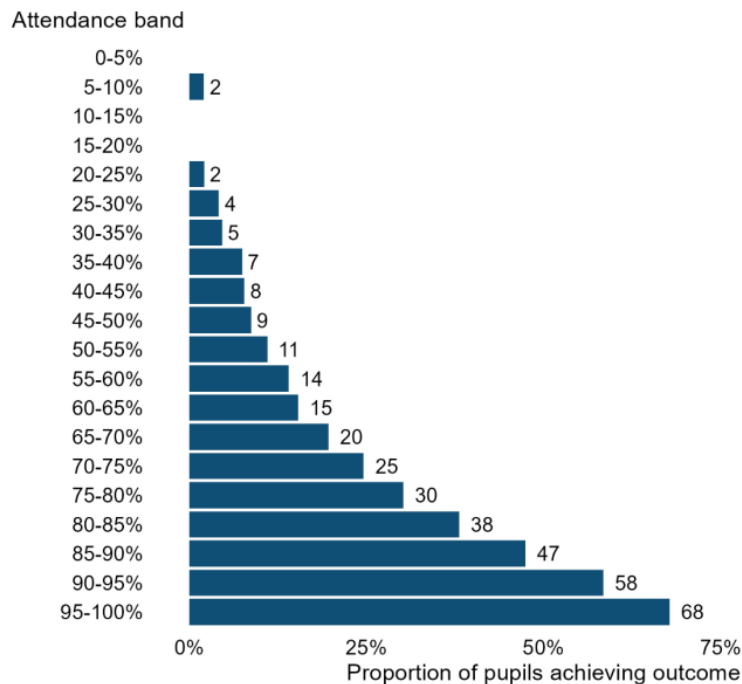
- ✓ Build friendships and feel part of a community
- ✓ Learn new things and enjoy academic success
- ✓ Develop life skills, respect, self-discipline
- ✓ Minimise the risk of engaging in anti-social behaviour.
- ✓ Engage in extra-curricular activities that may not be available to them outside of school

### The Impact of Attendance on Attainment

Recent research has also drawn an unequivocal link between attendance and academic achievement in school. The analysis within "The link between attendance and attainment in an assessment years" (DfE, 2025) shows that as the level of attendance in the year increases, the likelihood of achieving key attainment outcomes at the end of KS2 increases.

As Figure 1 highlights, the greater attendance the attendance band the greater number of children achieve the expected standard within Reading, Writing and Maths. This highlights a direct correlation between attendance and attainment within school.

**Figure 1 Proportion of pupils in each 5% attendance band for Year 6 achieving expected standard in RWM at the end of KS2**



These findings highlight the importance of children having the highest possible attendance within school and emphasize why it is a key priority of our school.

If you would like to read the full report it can be found at

<https://www.gov.uk/government/publications/link-between-attendance-and-attainment>

### **When your child is absent**

- By law, schools must record all absences and the reasons for them.
- The school—not the parent—decides whether an absence is authorised or unauthorised.
- Parents need to provide clear reasons for their child’s absence so it can be recorded correctly.
- If attendance is a concern, the school may ask for medical proof before making a decision.
- If parents don’t inform the school about an absence, it will be marked as unauthorised.

### **Why is Punctuality Important?**

Students are expected to arrive at school from 8:30am to ensure that they are ready to begin lessons promptly at 8:45am. We expect all children to be on time and prepared for the start of their day. Although the school gates remain open past 8.45am children arriving after this time are already missing the learning that has begun within their classrooms. Being punctual helps your child stay focused and ready to learn. Good punctuality contributes to better attendance, which plays a key role in your child's success.

If a child arrives late after the register closes without a valid reason, it will be recorded as an unauthorised absence ('U'), which impacts their attendance record. Even if your child attends school every day but is frequently late, you could be reported to the local authority due to the unauthorised absences

Arriving on time:	Arriving late:
<ul style="list-style-type: none"> <li>• Sets good habits for adult working life</li> <li>• Maximises learning time</li> <li>• Helps your child develop friendships and relationships</li> <li>• Boosts your child's confidence and self-esteem</li> </ul>	<ul style="list-style-type: none"> <li>• Puts your child at an immediate disadvantage to other children who have arrived on time.</li> <li>• Means your child misses important information at the start of lessons</li> <li>• Can be embarrassing for your child</li> <li>• Disrupts the lessons for other pupils</li> <li>• Can damage your child's confidence and self-esteem</li> </ul>

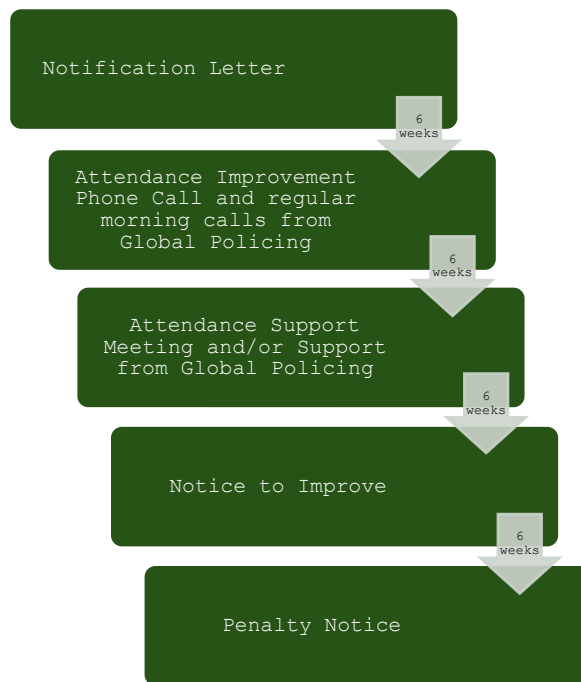


### How you can expect school to support your child's attendance

If your child's attendance drops below 90%, which is considered "persistently absent," we'll follow a specific process to help improve this. As well as from ourselves some support around attendance may be provided by our partners, Global Policing.

After each step in this process, we will monitor your child's attendance for a further six weeks to monitor any improvements.

Throughout this process, the school will provide various types of support to help boost attendance and make things easier for you and your child.



**At the beginning of last year, a new National Framework for Penalty Notices for school absence was introduced. This includes the following:**

- **Penalty for Absences:** You may receive a penalty notice for 10 sessions (5 school days) of unauthorised absence in any 10-week period. Unauthorised late marks are included in these sessions' 'U' code. These absences can span different terms or school years. For example, 2 sessions in the summer term and 8 in the autumn term.
- **Penalty Rates:** The penalty is £160 if paid within 28 days and £80 if paid within 21 days. If a second penalty notice is issued for the same child within three years, the penalty is £160 with no discount.
- **Limit on Penalties:** A parent can receive a maximum of 2 penalty notices for the same child within a 3-year period. For a third or subsequent offence, other actions, such as prosecution or other legal interventions, will be considered.

# WHAT THE NEW RULES MEAN FOR ME

1

**I'm a single parent of one child and we want to go on holiday for a week**

Your holiday will not be authorised and you must talk to the school before you book anything.

Because your child will miss 5 school days you will be given a penalty notice fine.

The fine is £160 but if you pay it within 21 days it will be reduced to £80

**£160**



2

**IRREGULAR ATTENDANCE**

**10 IN 10**

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised, the school will consider prosecution

**1 day = 2 sessions**

**A PENALTY FOR EACH CHILD**



**+£160 +£160 +£160 +£160**

**4 children & 1 parent = £640**

Reduced to £320 if paid within 21 days

3

4

**FOR A FAMILY OF TWO PARENTS**



**+£160**

**+£160**

**+£160**

**+£160**

**4 children & 2 parents = £1,280**

Reduced to £640 if paid within 21 days

5

**If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...**

**SECOND TIME**

**2 parents and**

1 child = £320

2 children = £640

3 children = £960

4 children = £1,280

**No discount for early payment**



**THIRD TIME**

A penalty notice fine will not be given. Instead your case will be taken to court. A magistrate can fine each parent £2,500 for each child.

**1 parent & 4 children = £10,000**

**2 parents & 4 children = £20,000**

If you ever feel like you need further support with the attendance of your child or would like further information about ways in which we can support attendance, please do not hesitate to contact the school.

Kind regards,

Mr Bridge and Mrs Lowe