



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ  
Telephone: 01202 380015 Email: [contact@teachpoole.com](mailto:contact@teachpoole.com)  
Company Number: 09484306

25<sup>th</sup> October 2024

Dear Parents/Carers

## TEACH TRUST ATTENDANCE REMINDERS

### 1. TEACH TRUST ATTENDANCE POLICY AND WHERE INFORMATION CAN BE FOUND

As you are aware we have a comprehensive and explanatory Attendance Policy which applies to all TEACH Trust schools. **The TEACH Attendance Policy can be found on all school websites and TEACH Trust website.**

For most pupils, the best place to be during term-time is in school, surrounded by the support of their friends and teachers. This is important not just for your child's learning, but also for their overall wellbeing, wider development and their mental health.

The law says that it is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly at a school where they are registered and the parents are at risk of prosecution under the Act unless absences have been authorised. As an alternative to prosecution, parents may be issued with a Fixed Penalty Fine which is issued under the BCP Council's Code of Conduct and is payable to the local council.

In August 2024 the law and Government guidance was amended in relation to school attendance, especially Fixed Penalty Notices. Here a few reminders.

### 2. DAILY ABSENCE REPORTING

In our policy we explain in detail the procedure that each school undertakes in relation to pupils being absent. The procedure that all the school offices follow is in place to safeguard all our pupils. **It is parents/carers responsibility to contact the school by 9.00am EVERY DAY their child is going to be absent either by phone to the school office or leave a message on our attendance answerphone.** We expect all our pupils to arrive at school each day. If they are not attending then we need to know they are not going to be in school and why they are not attending. Our priority is to ensure that they are safe.

If we do not hear from parents/carers, and a pupil has not registered in school, the school office will try and make contact with all parents/carers or their emergency contacts. Unfortunately, our school offices are spending a considerable amount of time each morning trying to contact parents/carers who have not made contact with the school and the pupil has not attended. **If the school is not informed a pupil will not be**



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attending then this may be recorded in the school register as an unauthorised absence and may result in a home visit being completed.

### 3. UNAUTHORISED ABSENCE /LEAVE IN TERM TIME

The new National Framework introduced in August 2024 means that all local authorities have the same rules in place for when they need to consider a Fixed Penalty Notice. In particular,

- 10 sessions of unauthorised absence within a rolling 10 school week period will be monitored. Any 10 sessions of unauthorised absence in any 10-week period will result in a Fixed Penalty Notice being issued. This will include unauthorised holidays, absent without good reason, no contact received from parent/carer, unacceptable reasons for absence and lateness after the school register has closed.
- The 10-school week period can span different terms or school years.
- On the **first** occasion, Fixed Penalty Notices for school absences across the country will be £80 per parent per child if paid within 21 days, or £160 if paid within 28 days.
- If a parent receives a **second** Fixed Penalty Notice for the same child within any three-year period, this will be charged at the higher rate of £160 per parent per child.
- The **third** time an offence is committed for irregular attendance or term time leave, a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns, including prosecution or an Education Supervision Order.
- Parents who have already received a Prosecution Warning letter for persistent unauthorised leave of absence in term time, prior to September 2024, may be prosecuted if any further unauthorised absences occur.

Thank you for your co-operation.

Yours sincerely



Mrs Lesley Specterman  
Home Academy Liaison Officer (HALO)  
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