



Naunton Park Primary School

Attendance & Punctuality



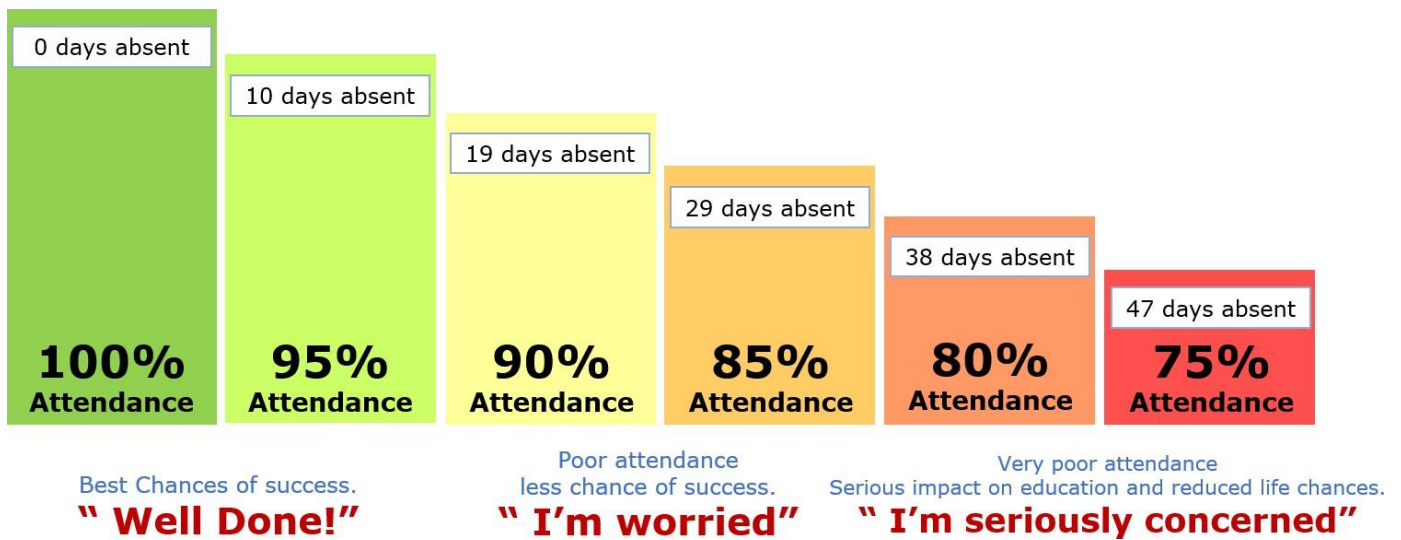
**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

The DfE produced statutory guidance, '**Working Together to Improve School Attendance**', which came into effect in August 2024.

This is a national framework that all schools have to adhere to.

This leaflet provides you with all the information you need to know as parents. You can also read the school's attendance policy for more information.

Everyone has a role to play in improving and maintaining high standards in school attendance. From the moment you accept your child's place with us here at Naunton Park, you are entering into a legal agreement to ensure that your child attends school every day that the school is open to them. Children who don't attend are at risk of missing out on a sequence of lessons and the valuable time with their friends and peers. Children can quickly fall behind academically, they can also become socially isolated, and school can become a very fractured experience for them.



At Naunton Park we really do value and appreciate the help and support you give us in working together to secure good attendance. School and families working in partnership is key. Fostering a sense of belonging is vital – good attendance starts with school being somewhere our children want to be. Honest communication is the centre of the approach.



We have a designated senior leader with overall responsibility for championing and improving attendance in school.

Our Attendance Champion is Mrs Ballinger.

UNAUTHORISED HOLIDAYS

There are 175 days where children are not in school. We, school and parents as a partnership, share a legal duty to ensure that children attend school on the other 190 days. If you choose to take your child out of school for a holiday, you are committing an offence.



ATTENDANCE IMPROVEMENT MEETINGS (AIMs)

As a school, we inform you of your child's attendance at consultation evenings and in their mid-year and end of year reports. If your child's attendance falls below 90%, school will contact you to discuss this informally. If it continues to fall and becomes lower than 80% we will set up an Attendance Improvement Meeting (AIM) to discuss reasons for absence and to set targets to help increase attendance.

NOTICE TO IMPROVE

If attendance still doesn't improve following an AIM, a notice to improve will be written to outline everything suggested so far and to offer further support. It also warns that a penalty notice could be issued if attendance doesn't improve.

PENALTY NOTICES

Penalty Notices will only be issued if it is deemed likely to change parental behaviour and support to secure regular attendance.

The threshold for issuing a penalty notice is 10 sessions of unauthorised absences in a rolling period of 10 school weeks.

This could be met with any combination of unauthorised absences:

e.g. 4 sessions **holiday** plus 6 sessions arriving **late** after the register closes.

This period can also span terms and years:

e.g. 2 sessions of unauthorised absences in the Summer Term, and a further 8 within the Autumn term.

- Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period.

- Any second notice within that period is charged at a higher rate (see below).
- A rolling period starts from the first date of the first holiday (not academic year). If a holiday was taken in March 2025 and a further holiday was taken in February 2026, and both exceed 10 sessions, this would result in 2 separate fines.
- A third penalty notice cannot be issued within 3 years of the date of the first issued penalty notice. Where the national threshold has been met for a third time, this could result in prosecution, but may include other tools such as other attendance legal interventions.

Once the 3 years has lapsed, a further penalty notice can be issued.

Judgements for issuing penalty notices will be done so on an individual basis and the following will be taken into consideration:

- Child's attendance percentage
- Punctuality (lateness)
- Are there other means of support which would be much more appropriate?
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PER PARENT, PER CHILD

Penalty Notices will now be issued to each parent for **each** child that was absent. Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

For example: Two siblings absent for holiday during term time for the duration of 10 sessions or more, will result in each parent receiving two fines.

PRICE OF PENALTY NOTICE

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

DfE guidance: [Working together to improve school attendance](#)