

September 2025

Attendance monitoring & reporting

In preparation for the new academic year, we are always looking to improve attendance in our school. Our current attendance target is 96%.

Regular attendance leads and enables the children to make, or exceed, expected progress towards their Learning Goals. Irregular attendance has a negative impact on the children's social, emotional and academic development and studies show that this affects their future throughout their school life and beyond.

If your child is absent from school, it is good practice to contact the office with a reason for the absence. It is also helpful for us to receive appointment cards/letters if you are unable to arrange appointments outside of the school day.

To encourage regular attendance and to identify any barriers to attendance as early as possible, we do monitor the attendance of all our children but we will continue to monitor children more closely if their attendance drops below our school attendance target of 96%. If there is no improvement following you being made aware of this, you may be invited into school for a meeting to see if we can offer any support.

If you are taking a Leave of Absence (holiday) during term time, please call into the office to collect a leave of absence request form.

We would like to politely remind you of the changes to penalty notices from August 2024, please see overleaf.

Please contact the school office if you have any questions concerning this letter.

Please follow this link to confirm you have read and understood the new changes -
<https://forms.office.com/e/eGQpxqjUaS>

Yours sincerely,



Mrs Clare Grainger-Roystone
Headteacher

Tel: 01226 711 488

Web: www.ladywoodprimary.co.uk

Email: LadywoodPrimary@ecmtrust.co.uk



Penalty Notices can be issued for:

Leave of Absence - Penalty Notices can be requested by schools for leave of absence in term time for 5 or more days. This can be consecutive absence, or non- consecutive. The LA retains discretion to issue a penalty notice before the threshold is met.

Unauthorised Absence - Penalty Notices can be requested by schools when there have been 10 sessions of unauthorised absence in a 10-week period. In these circumstances a Notice to Improve may be sent to the parent by the Local Authority on behalf of the school prior to the notice being issued.

First Offence – The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Second Offence (within three years) – The second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Third Offence and any further offences (within 3 years) – The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent per child.