



Westfield Primary Community School

Policy on Attendance

Approved By:	Full Governing Body
Date:	September 2024
Review Date:	September 2027

Vision for Westfield

Together we strive to:

Inspire a love for our community through mutual respect, teamwork and the shared belief that anything is possible

Create a learning culture which recognises potential, celebrates achievement and respects individuality

Nurture strong relationships in a safe and secure environment, where opinions are valued and kindness is the core

Why does attendance matter?

Children are entitled to a full-time education and need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Good attendance allows children to become confident learners, strengthens their sense of belonging and forms good habits which will be required in future employment.

Research clearly demonstrates the link between regular attendance and pupils' progress and attainment.

Working Together

Parents, carers and school staff should work together to make education a success and allow all children to have full and equal access to everything the school has to offer. Parents / carers have a legal responsibility for ensuring their children attend school regularly. As a school, we will encourage parents/carers to make sure their child achieves the best possible attendance and that any barriers that prevent this are identified and acted on promptly.

Attendance will always be discussed as part of Parents' Evenings and reported in the children's annual written school reports. Parents are able to monitor their children's attendance at any time via the ScholarPack App.

As a school, we work closely with the Local Authority and they support our commitment to ensuring good attendance. We also work closely with colleagues in MASH (Multi-Agency Safeguarding Hub), the School Health team and Specialist Teaching teams who support us in working with families to remove barriers to attendance.

Good Attendance means...

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

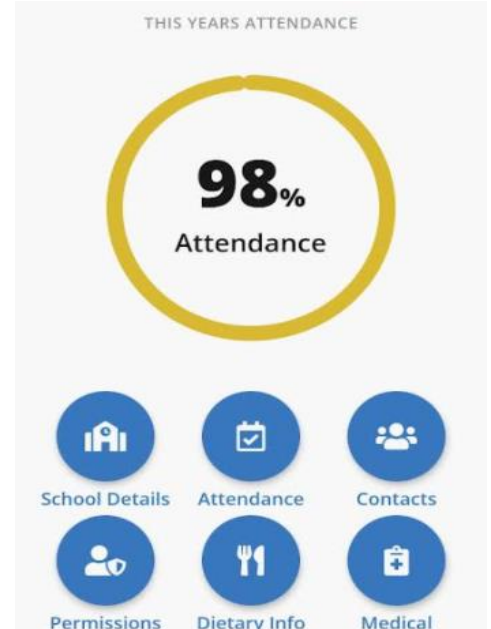
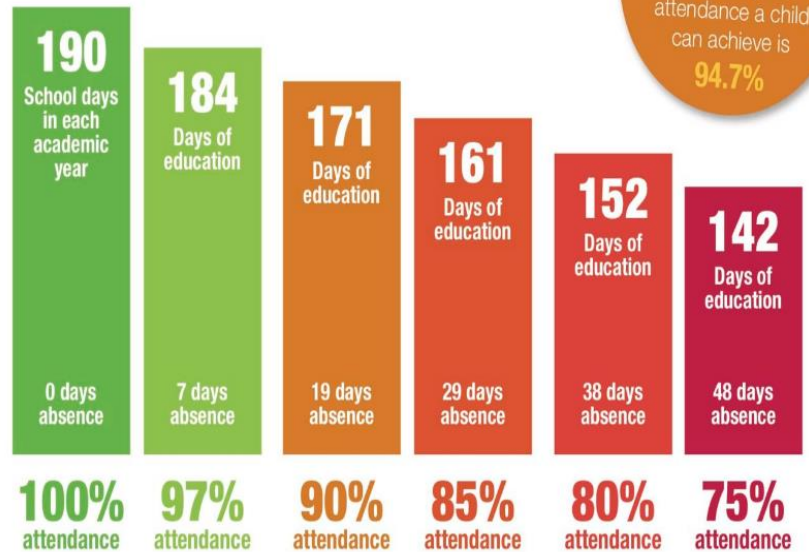
Remember

Education is important - don't miss out!

Did you know?

A two week holiday in term-time means that the highest attendance a child can achieve is

94.7%



All staff know the importance of good attendance and have a responsibility to consistently communicate and promote this. Class teachers, teaching assistants, Children's Champions, the office team and senior leaders all have a role to play supporting families to ensure good attendance. Claire Gomez, Deputy Headteacher, is the senior leader responsible for the strategic approach to attendance in school.

We expect that pupils will:

- Be in school every day unless they are too unwell or exceptional circumstances mean they cannot attend
- Arrive at school on time and enter via their playground doors
- Come prepared for the day and dressed appropriately.

We ask that parents/carers will:

- Be aware of their legal responsibilities and make sure their child attends school every day, unless they are too unwell or exceptional circumstances means they cannot attend
- Be prepared for school so children arrive on time.
- Contact the school, before 9:00am, to notify them of any absence.
- Provide the school with more than one emergency contact number for their child and notify school immediately of any changes to emergency contact details
- Regularly talk to and praise their child about school. Children are more likely to want to attend and learn if they feel supported
- Arrange visits, trips and holidays outside of term time
- Arrange any non-urgent or medical or dental appointments outside of the school day
- Inform the school of any planned absences (including term time holidays)
- Respond to contact from the school when following up unexplained absences
- Work with us to address any absence concerns.

Our class teachers and teaching assistants will:

- Build good relationships with all children so they know they are valued, respected, listened to, and want to come to school
- Provide a safe, calm, orderly and supportive environment
- Deliver engaging and worthwhile learning experiences that inspire children to attend
- Encourage good attendance through regular and ongoing conversations with their pupils and families
- Ensure that registers are correctly and promptly completed
- Make contact with parents when concerns arise and discuss children's attendance as a matter of course at Parents' Evenings.

As a school we will:

- Provide a safe and welcoming environment which children want to be a part of
- Encourage open communication between families and school
- Have a clear strategy in place to improve attendance and ensure its high priority across school
- Give attendance the high profile it requires by encouraging good attendance and punctuality through school systems, incentives and positive recognition
- Meet the legal requirements set out in DfE guidance and consistently record authorised and unauthorised absences within statutory guidance

- Follow procedures for contacting parents when a child fails to attend and where no message has been received to explain the absence
- Monitor the attendance and punctuality of all pupils
- Effectively support and make reasonable adjustments for pupils with SEND.
- Identify, follow up and record unauthorised absence and patterns of absence which cause concern
- Hold regular conversations and offer support to families of children with poor attendance.
- Work with the Local Authority when more intensive support is required, and to issue fixed penalty notices to families when necessary
- Make referrals to Children's Services when there are significant concerns around pupil attendance.
- Provide regular updates about attendance and punctuality to the Governing Body.

Attendance Routines and Procedures in School

Timings of the School Day

- Reception: 8:40am – 3:00pm
- Key Stage 1: 8:40am – 3:10pm
- Key Stage 2: 8:45am – 3:15pm

Registration Procedures

Electronic registers are taken twice a day: once at the start of the school day at 9:00am, and again at the start of the afternoon session at 12:45pm (EYFS and KS1) and 1:00pm (KS2). The registers remain open for 30 minutes. The registers are completed using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024. We will record whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

First Day Absence Contact

Parents must notify the school if their child is unable to attend by 9am. If the school does not receive notification, it will send a text message by 9:15am requesting parents / carers telephone the school immediately. If there is no response to this within 15 minutes, school will telephone the first emergency contact. If school is unable to make contact, they will then call the other emergency contacts listed for the pupil. First day contact will be carried out as early as possible in the school day, in order to notify parents whose children may have set off for school, but not arrived.

Continuing Absence Procedures

In the event of an absence of two or more days without contact from the family, the Children's Champions / SLT will make a home visit to check on the welfare of the child. A decision will be made following this whether external services need to be notified. In some circumstances, home visits may be made on the first day of absence.

Absence without Reason

When children are absent from school, a reason must be provided. If a child returns to school from being absent and no reason has been given, the office will continue to make contact to obtain this information. If these efforts are unsuccessful, parents will be asked to collect their child from the school office at the end of the day so the reason for absence can be discussed. The correct reason for absence and appropriate code will be entered no later than five working days after the session(s) for which the pupil was absent.

Vulnerable Children

Children who are Looked After, subject to a Child Protection Plan, Child in Need plan, and other pupils the school have identified as vulnerable, will be known to the administration team and the Attendance Officer. The Children's Champions and Safeguarding Team will regularly update the list of vulnerable pupils held by the admin team. Each day, a member of the admin team will email the Headteacher, Deputy Headteacher, Children's Champions and Safeguarding Officer with the details of any vulnerable pupils absent from school. This will be followed up immediately by a telephone call home, a home visit or a call to Children's Services (01905 551900).

Authorised and Unauthorised Absences

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either authorised or unauthorised. This is why information about the reason for absence is always required. Each half-day is known as a session.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness, medical or dental appointments (which unavoidably fall in school time), religious observance, emergencies or other unavoidable circumstances.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than five days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be requested unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

Unauthorised absences are those which the school does not consider reasonable or necessary. Unauthorised absence includes, but is not limited to:

- children who arrive at school after registers close and are marked with a 'U' code
- shopping trips / visiting friends / day trips
- feeling tired / late nights
- looking after other children or accompanying siblings/parents to appointments
- staying at home because a parent / sibling is unwell
- own or family birthdays
- unauthorised holidays (more detail below)
- truancy
- absences which have not been properly explained or agreed

Unauthorised absences can lead to the Local Authority issuing parents with a Notice to Improve, Penalty Notice or referring the matter to the Magistrates Court. In August 2024, a new national threshold of **10 sessions of unauthorised absence in a rolling period of 10 school weeks** was introduced. This threshold can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years.

Children attend school for 190 days a year. That means 175 days a year are not spent in school. This allows plenty of time for appointments, holidays, visits to family and friends and everything else.

Medical Appointments

Dental appointments: Children typically attend the dentist for routine appointments twice a year. Routine appointments can be made in advance and therefore should be made in school holidays or outside of school hours.

Medical appointments: Non urgent medical appointments can also be made outside of school hours. We understand that some appointments, such as consultant and specialist appointments, will fall within school hours. Where children are required to attend appointments in the school day, it is expected that they will attend school both before and after appointment, if they are well enough to do so. Parents / carers are required to inform the school of appointments in advance and provide a confirmation letter / text / appointment card. In all circumstances, the pupil should be out of school for the minimum amount of time necessary.

Holidays in Term Time

Children have 13 weeks when they do not attend school each year. It is expected that parents / carers planning family holidays will arrange these during the 13 weeks and not within term time.

If parents plan to take their children out of school for a holiday, they must contact the school office to discuss the request and complete a leave of absence request form. The office will advise families that they will be issued with a penalty notice if the request is not authorised.

Once received, the individual requests will be considered on a case-by-case basis, whilst applying government recommendations to determine if the request will be authorised or unauthorised.

Exceptional circumstances may include:

- Service personnel and other employees who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupil's education.
- When a family needs to spend time together to support each other during or after a crisis.

Exceptional circumstances do not include:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term / INSET days

In circumstances where a request from a parent / carer for an absence is not authorised, school will respond to the request directly. This response will constitute a valid warning to the parent / carer about a potential penalty notice. Penalty notices can be issued when a minimum of 10 sessions in total (five school days) of any unauthorised absence have been accrued within a 10 week rolling period. Unauthorised holidays will be recorded as a 'G' code in the attendance register. A copy of the absence request returned to the parent or carer, advising them that they are at risk of being issued with penalty notice, will be kept on the pupil's school file.

It is essential that parents / carers inform us if pupils are going on holiday in term time. If we are unaware and unable to make contact to establish why the child is absent, we will follow up the absence with home visits and may involve other agencies such as the Police and Children's Services to ensure the welfare of the child. If parents have not requested leave for a holiday in advance then, by default the absence is not agreed, as leave of absence cannot be approved retrospectively.

Religious Observance

The DfE recommends the use of Code 'R' when children are absent from school to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. Parents are encouraged to give advance notice. This is interpreted to mean that if the parent's religious organisation sets the day as a religious festival then the school must authorise the absence. Where necessary, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. If the religious body has not set the day apart there is no requirement for the school to approve the absence or grant a leave absence. Additional holidays and days off linked to the religious festival but not "exclusively set aside for religious observance" by the religious body are not marked using Code 'R'.

Encouraging Good Attendance

At Westfield, incentives are used to raise the profile of good attendance. These incentives include:

- Recognition at Parents' Evenings and in pupils' school reports
- Phone calls / discussions with parents to recognise good attendance and improving patterns
- Sticker charts / small prizes for individual children, where appropriate
- Encouragement and celebration of class attendance in weekly assemblies

Persistent Absence

The Department for Education defines any pupil with attendance of less than 90% as a 'persistent absentee'. This means they have missed **10%** or more of the available sessions, regardless of whether or not these absences have been authorised. Pupils who are persistent absentees are at particular risk of achieving poor outcomes at school and beyond.

When Attendance Causes Concern

Pupil absence is monitored daily. As a result, when absence begins to cause concern, swift action is taken.

Stage 1: A member of school staff will raise concerns with parents / carers. They will share the pupil's attendance record, establish the reasons for absence and offer support. The impact absence is having on learning will be discussed. Staff will outline the expectations of pupil attendance and will inform parents / carers that absence will continue to be monitored closely. These conversations will take place as soon as concerns over a pupil's attendance arise so that support can be put in place before absence rates have a significant impact on learning. A record of the discussion will be made on CPOMS with any agreed actions. The Attendance Officer will continue to monitor absence rates for the next 15 school days.

Stage 2: Should the pattern of poor attendance continue, the Attendance Officer will then make further contact. The parents / carers will be invited in for an informal attendance meeting during which:

- Pupil attendance / absence information will be shared
- The impact of absence on learning and progress will be discussed
- A target will be set with a clear timescale for improvement
- Consequences of failing to improve attendance will be outlined
- Parents / carers will be informed that future absences may not be authorised without medical proof
- The national thresholds for considering penalty notices will be discussed
- Further discussions around the support the family needs to make improvements will be held. This may include Early Help or TAF meetings, or referrals to other relevant agencies.

A record of the conversation will be kept on CPOMS with any agreed actions.

Stage 3: Attendance will be monitored for a further 15 school days. If little or no improvement is seen then parents / carers will be invited in for a formal attendance panel meeting. The aim of the meeting will always be to secure an improvement in attendance, however, parents / carers will be reminded that the LA may consider issuing a Notice to Improve or Penalty Notice if there is no improvement in the child's attendance. A further target for attendance will be agreed, and a review date set. Parents will be written to following the meeting and a record of the conversation and agreed actions made on CPOMS.

Stage 4: This will be held at the agreed date following Stage 3. If at the review there has been no acceptable improvement in the child's attendance then discussion should take place with the Headteacher, Attendance Officer and Local Authority's Attendance Advisor.

Working with the Local Authority, school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

At all stages, safeguarding will be our utmost priority. School will work with the Local Authority to intensify support through statutory children's social care involvement where there are safeguarding concerns, especially when absence becomes severe (below 50% attendance).

Notices to improve

If the national threshold has been met, and support provided was appropriate, but offers of support were not engaged with by the parent or have not worked, a Notice to Improve can be sent to give parents a final chance to engage in support. This will usually be issued by the Local Authority.

Penalty notices

The Local Authority can issue penalty notices to parents for the unauthorised absence of their child from school, where the child is of compulsory school age. These are issued to parents as an alternative to prosecution where they have failed to ensure that their child regularly attends school.

Penalty notices will be issued in line with the Education (Penalty Notices) (England) Regulations 2007, and in line with Local Authority's Code of Conduct.

Before a penalty notice is issued, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for the pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice. Only two penalty notices can be issued to the same parent in respect of the same child within a three year rolling period and any second notice within that period is charged at a higher rate.

- 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.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

If parents do not pay penalty notice fines it is likely they will be prosecuted by the Local Authority as parents have a duty to ensure their child receives an appropriate full time education. If they fail in this duty they may be guilty of an offence under Section 444(1A) of the Education Act 1996 and liable to prosecution.

Punctuality

Punctuality to school is essential. Lateness into school causes disruption to children's learning and to that of the other pupils in the class. Arriving late means children may miss out on essential

information about the day, miss key learning points, feel embarrassed about walking in when their peers are all settled and miss out on the time to talk with their friends and teachers before learning begins. It is paramount that all pupils arrive at school on time.

Pupils arriving at school after 9:00am but before the end of the registration period, will be given an L code in the register (late before registers close). The reason for lateness and arrival time will be recorded in the register. Pupils arriving after the registers have closed will be coded U (late after registers close) which counts as an unauthorised absence for the session.

Children who repeatedly arrive at school late will be brought to the attention of the Attendance Officer. They will make contact with families to establish the reasons for persistent lateness and offer support. The punctuality of the pupil will then be monitored closely. The process below summarises the action that will be taken.

1. Registers reviewed daily and children who arrive late identified
2. After three occasions of lateness, a phone call or conversation will be held and support will be offered.
3. Should lateness continue, after six occasions a warning letter will be sent home. The letter will share the pupil's lateness record, set expectations of attendance and punctuality, and offer support to achieve an improvement. It will be explained that the pupil will be monitored for the next 15 school days. The consequences of failure to improve punctuality will be outlined.
4. If punctuality improves during these 15 school days, monitoring will continue with no further action at this point
5. If punctuality does not improve during these 15 school days, parents will be invited in for an attendance panel meeting. A period of a further 15 schools days will be given to effect the improvement. Further support will be offered.
6. If persistent lateness continues, school will liaise with the Local Authority and consider issuing Notice to Improve or Penalty Notice.

Late Collection

Parents / carers should call the school if they are going to be late to collect their child at the end of the school day. A member of staff will supervise children for ten minutes after the school day. If the child is not collected, we will look after them in The Den (Westfield's After School Club). This is open until 5:30pm and could incur a charge.

Children Missing in Education

We have a duty to notify the Local Authority when we remove a pupil's name from the school admission register. This does not apply when the pupil has completed the final year of education normally provided by the school. When removing a pupil's name, the notification to the local authority must include:

- full name

- address
- the full name and address of any parent the pupil normally lives with
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- the reason for which the pupil's name has been deleted from the admission register.

When pupils leave and parents have not provided the school with the above information, and the school cannot contact the parents, then the child is considered to be a 'Child Missing Education'. This means that the school and Local Authority have a legal duty to carry out investigations, which may include liaising with Children's Services, the Police and other agencies, to try to track and locate the child.

Monitoring Attendance Data to Ensure Improvements

Pupil attendance is continually monitored and analysed so trends can quickly be identified. This monitoring includes, but is not limited to:

- Daily monitoring of vulnerable pupils and pupils whose attendance is causing concern
- Weekly comparisons of whole school attendance to national averages
- Weekly monitoring of late codes
- Half termly analysis of attendance and absence data to identify pupils, groups or cohorts that need additional support with their attendance
- Half termly analysis of attendance codes to understand reasons for absence
- Termly register reviews for all pupils
- Reviewing historic and emerging patterns of attendance and absence, and developing strategies to address these patterns

Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Support Available

Whilst parents are legally responsible for ensuring their child attends school regularly, school will always support families where possible. Parents can speak to their child's class teacher or contact the Children's Champions or a member of the Leadership Team via the school office to arrange a time to discuss any attendance or punctuality concerns. The school may also seek guidance and support from MASH (Multi Agency Safeguarding Hub), the Learning Support Hub, School Health service and other partners where necessary.

Where pupils are absent due to complex barriers to attendance, including mental or physical ill health, or SEND needs, support and advice will be sought from the City of York Council attendance team. SEND services may also be consulted. Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the Local Authority.

Links to relevant legislation and guidance:

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for school](#)

WORKING TOGETHER TO IMPROVE ATTENDANCE

In August 2024, new guidance was released for schools and local authorities to improve and maintain good attendance. The information below summarises some of the significant changes and key information for families.



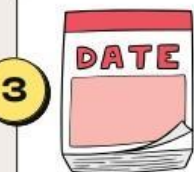
15 DAYS OF ILLNESS

Schools now have a duty to inform the Local Authority when pupils miss, or are expected to miss, 15 school days due to illness. This can be one continuous period of 15 days or multiple periods of illness which total to 15 days. This will ensure continuity of education for pupils who cannot attend because of health needs.



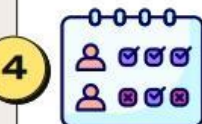
FRAMEWORK OF PENALTY NOTICES

A new national framework for penalty notices has been introduced by the Department for Education. Further detail is provided overleaf. This framework applies when unauthorised holidays are taken during term time, and when the number of sessions missed due to unauthorised absence meets the national threshold of 10 sessions in 10 weeks.



10 SESSIONS IN 10 WEEKS

All schools must now consider whether a penalty notice is appropriate when absence meets the national threshold. The threshold is 10 sessions of unauthorised absence in a rolling 10 week period. This can be from a block of absence (eg a 5 day holiday) or a combination of holidays, lateness or other absences during a ten week period.



PERSISTENT / SEVERE ABSENCE

Children with less than 90% attendance are defined by the government as being persistently absent. We will continue to provide support for families to improve attendance. Where this is unsuccessful, the Local Authority may also provide support. If absence continues to cause concern, a Notice to Improve or other legal intervention will be considered.



SUPPORT AVAILABLE

This remains unchanged. Staff at the school will continue to provide a happy, safe and welcoming environment for all children. We will continuously monitor attendance data, intervene quickly when concerns arise and work with families to remove barriers to attendance. Families can monitor their children's attendance at any time using the ScholarPack app.



office@westfieldprimary.co.uk



01904 555295



Westfield Primary Community School, York

NATIONAL FRAMEWORK FOR PENALTY NOTICES

From August 2024, the new national framework comes into effect. All state funded schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold.



NATIONAL THRESHOLD

All schools must now consider whether a penalty notice is appropriate when absence meets the national threshold. The threshold is 10 sessions of unauthorised absence in a rolling 10 week period. This can be from a block of absence (eg a 5 day holiday) or a combination of 10 sessions from holidays, lateness or other absences in a ten week period.



THREE YEAR PERIOD

The new framework operates on a three year rolling period. From August 2024, only two penalty notices can be issued to the same parent in respect of the same child within a three year rolling period.



FIRST AND SECOND OCCASIONS

The first penalty notice issued to a parent in respect of an individual pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days with no reduction available.



THIRD OCCASION

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other legal attendance interventions.



SUPPORT AVAILABLE

Staff at the school provide a happy, safe and welcoming environment for all children. We will continuously monitor attendance data, intervene quickly when concerns arise and work with families to remove barriers to attendance. Families can monitor their children's attendance at any time using the ScholarPack app.



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