growing minds shaping futures

Newtown Primary School Church of England (voluntary controlled)
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Dear Parents and Carers,

At our school, we believe every day in school matters. Good attendance supports children's learning, wellbeing, friendships, confidence and future success. Research shows that pupils who attend school regularly achieve better outcomes.

Parents and carers have a legal responsibility to ensure their child attends school regularly. Children should only be absent in exceptional circumstances, and schools are required to promote and monitor attendance.

We are committed to working with families to support good attendance and encourage parents to contact the school if difficulties arise. Together, we can identify barriers and provide appropriate support.

Attendance Monitoring
Any pupil whose attendance falls below **93%** will be monitored by the Attendance Team.
Stage 1: An attendance concern letter will be sent, and attendance will be monitored for five weeks.

Stage 2: If attendance improves, families will receive a letter acknowledging the improvement. If there is no improvement, a second letter will be issued and parents will be invited to an attendance support meeting.

At this stage, further absences may be recorded as unauthorised unless suitable medical evidence is provided, such as prescriptions, appointment letters, hospital discharge paperwork or other relevant documentation.

Stage 3: If attendance concerns continue, parents may be invited to meet with Mrs Howlett and Mrs Whittle and a Notice to Improve may be issued. Attendance will continue to be monitored, and support from attendance services may be sought.

If attendance remains a concern despite support, the school may request a Fixed Penalty Notice or refer the family to external attendance support services.

Leave of Absence
Requests for leave of absence must be made in advance. Absences taken without prior approval will be recorded as unauthorised, and retrospective requests may not be authorised.

Punctuality
Classroom doors open at **8:35am** and close at **8:45am**.

Children arriving after **8:55am** must enter through the school office and will receive an unauthorised late mark. Where a child receives ten or more late marks within a ten-week period, parents may receive



a lateness letter. Ongoing punctuality concerns may result in a meeting with school leaders to discuss support and improvement strategies.

Penalty Notices
Under national attendance regulations, a Penalty Notice may be issued when a pupil accumulates **10 sessions (5 school days) of unauthorised absence within a 10-school-week period**.

First Penalty Notice: **£160 per parent, per child**, reduced to **£80** if paid within 21 days.

Second Penalty Notice within three years: **£160 per parent, per child**, with no reduced payment option. Failure to pay may result in prosecution and fines of up to **£2,500**.

Further unauthorised absences after two Penalty Notices may lead to additional legal action, including prosecution or a Parenting Order.

Please note that any money raised through attendance fines is retained by the local authority to administer the system and provide attendance support services.

Celebrating Good Attendance
We are proud to recognise excellent attendance. Pupils achieving **100% attendance** will receive half-termly certificates and may be entered into attendance rewards, prize draws and special attendance events throughout the year.

Thank you for your continued support in ensuring your child attends school regularly and arrives on time. By working together, we can give every child the best opportunity to succeed.

If you have any questions or would like attendance support, please contact the school.

Yours faithfully

Attendance Team