



Madresfield C.E. Primary School

Mr A Hackley – Executive Head, Mrs R Hibell – Head of School

Tel: (01684) 573620

Email: office@madresfield.dowmat.education



11th October 2024

Dear Parents/Carers

Attendance

At Madresfield CE Primary School we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best. Although we aim for 100% attendance, each year we set a target for attendance & this is used to compare us to other schools nationally. Our current target is 96% attendance.

Attending school every day will help give your child the best possible start in life.

You can help us to help your child by encouraging regular school attendance. We can offer support and guidance if you are finding it hard to get your child to school or if you have any concerns about attendance - please contact the school office.

For the 2024/25 Academic Year, starting in September, the Department for Education (DfE) has made changes to the attendance codes and guidance. Please note these are set by the DfE and we are asked to enforce these along with all other schools nationally.

The changes to be aware of are:

- The code for authorised holidays has been removed entirely and can no longer be used on registers
- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a **new rate of £160 per parent per child**. This can be paid at £80 if paid within 21 days.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice **must** be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10-school week period. This may include absences because of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- **A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd offence another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).**

We appreciate that these guidelines are significantly more severe than those in the past. It is because of this we wanted to inform you early in the academic year. As always, we will do everything reasonably possible to work with families to ensure strong attendance and give the children in our school community the best possible life chances.



Madresfield C.E. Primary School is part of The Diocese of Worcester Multi Academy Trust, a charitable company limited by guarantee registered in England and Wales with company number 10390487. It's registered Office: Pack Barn | Main Road | Kempsey | Worcestershire | WR5 3PA





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Leave of absence

By law you must ask for permission for your children to miss school. Leave in term time will only be agreed where the Head of School feels there are exceptional circumstances. Also, it is possible that leave will not be agreed when attendance already includes unauthorised absence and/or attendance is already causing concern. You can request “leave in term time” for your child using a request form available at the School Office. Parents who take a child of compulsory school age on holiday without permission from the school may be issued with a penalty notice.

Communication

You must contact the school before 9.30am if your child is ill and not able to attend school. The school is required to ask for the reason for the absence and is not able to accept “poorly”.

If your child is not in school and you have not contacted us, the school is required to call all contacts that we hold to ensure we meet our safeguarding responsibilities.

Medical Appointments

If your child has a medical or dental appointment in school time please do your best to have it after 2pm and then your child can have their registration mark for the afternoon before you pick them up. If it needs to be a morning appointment, please try and bring them to school first to get their mark and then return then to school afterwards.

If you are having problems getting your child to school or have any concerns about attendance, please contact Mrs Hibell via the school office.

Please refer to the Attendance page on our website for further information.

Yours sincerely

Mrs R Hibell
Head of School



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