



Springwood Junior Academy

Principal: Beki Malton BSc (Hons) PGCE
Chair of Governors: Rebecca Hibberd
CEO: Rebecca Scutt BSc (Hons) PGCE

Aughton lane
Aston
Sheffield
S26 2AL

TEL: 0114 2872597

info@springwoodacademy.org
www.springwoodacademy.org



P.R.I.D.E Positive. Respectful. Independent. Determined. Empathetic

16th October 2024

Dear Parent/Guardian,

RE: Whole School Attendance

Being in school is important to every child's achievement, wellbeing, and wider development. Research carried out by the Department for Education shows that the students with the highest attendance throughout their time in school go on to gain the best GCSE and A Level results. Their research found that pupils who performed better both at the end of primary and secondary school missed fewer days than those who didn't perform as well. The two significant outcomes of their research were:

- 83.7% of students with 100% attendance achieved strong outcomes in English and Maths.
- Only 35.6% of students with an attendance of below 90% achieved strong outcomes in English and Maths.

The link between attendance, attainment, wellbeing and the progress of students in school is beyond doubt. It is for this reason that the law states:

- Parents and carers are responsible for ensuring their children receive a full-time education and regularly attend school.
- Parents and carers are committing an offence if they fail to make sure that their child attends school regularly, even if they are missing school without their knowledge

As a school we are implementing a more rigorous attendance monitoring and family support system to work with our parents in their statutory duty of ensuring their children attend school regularly. This system will add an additional layer of support before the punitive Fixed Penalty Notice pathway directed by the Department for Education in line with Local Authority procedure. Our new attendance monitoring and family support system will work as follows:

Trigger point	Action	Review point
Trigger 1 = 3 days of absence	Overview letter sent outlining attendance concerns	Monitor for 4 weeks Further 1 day absence = drop monitoring Further 2 days absence = continue to monitor Further 2+ days absence = trigger 2
Trigger 2	Invite for meeting or telephone meeting with The Principal or Attendance Lead to discuss strategies and targets for improvement	Monitor for a further 4 weeks Further 1 day absence = drop monitoring Further 2 days absence = continue to monitor Further 2+ days absence = trigger 3
Trigger 3	Invite for a meeting with The Principal or Attendance Lead to create a formal Attendance Support Plan Offer of Early Help support	Monitor for a further 4 weeks Further 1 day absence = drop monitoring Further 2 days absence = continue to monitor Further 2+ days absence = trigger 4



All adults in school have a responsibility to safeguard and promote the welfare of children.

Trigger 4	First Fixed Penalty Notice letter sent on behalf of the Local Authority. Invite in for a formal Attendance Panel meeting with a Senior Leader and member of the Governing Body and representative from Local Authority	Monitor for a further 4 weeks Further 1 day absence = continue to monitor Further 2+ days absence = trigger 5
Trigger 5	Referred to Local Authority Fixed Penalty Notice issued Possible Education Supervision Order (ESO) or prosecution	Academy to continue to monitor student attendance

The table above highlights the increased level of support we are implementing in order to avoid our families being taken through the Enforcement Pathway by the Local Authority. At each stage of our support plans we will implement a graduated response to interventions dependent upon the need of the child. In addition to the above should a child take a holiday during term time which is 5 days or more this will be an automatic referral to the Local Authority which will result in a fixed penalty notice.

Should schools not see a satisfactory improvement and a student become Persistently Absent (below 90%) or even Severely Absent (below 50%) there is a possibility that a decision will be made to pursue enforcement via the Local Authority as outlined by the DFE.

A penalty notice is an out of court settlement which is intended to change behaviour, without the need for criminal prosecution. Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular 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.
- 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 will be taken instead. This will often include considering prosecution, but may include other tools such as other attendance legal interventions. Once 3 years have elapsed since the first penalty notice was issued a further penalty notice can be issued.

For further information on this and Attendance Expectations, please go to the link below to see the Local Authority Attendance Code of Conduct:

<https://www.rotherham.gov.uk/education-2/school-attendance>

Contact Procedures

Where parents or carers have not contacted school in order to explain their child's absence the Attendance Team or a member of the office staff will make contact regarding the child's wellbeing daily.

This contact will be a phone call in the first instance. Where the school has been unable to make contact over the phone a safe and well text message will be sent requesting contact from parents or carers.

Where no contact has been established with parents and carers, the school will adhere to the following procedure:

- Day 1 – phone call attempted and, where no contact, a safe and well text sent
- Day 2 – phone call attempted and, where no contact, a safe and well text sent
- Day 3 – phone call attempted and, where no contact, a safe and well text sent. If the school has still not had contact from parents a home visit by a Educational Welfare Officer will be completed in order to complete a safe and well check.

Our Attendance Team and Educational Welfare Officers will routinely make home visits on a daily basis as a core part of their work. This is a very important part of their work in order to enquire about the wellbeing of students who are unaccounted for and to work with parents in order to transition the student back to school. If you need to contact the school regarding absence please call the office to speak with a member of staff or leave a voicemail .

Working together we can ensure all our students have good attendance in order for them to:

- make progress commensurate to their ability
- have opportunities to engage in positive relationships with their peers
- develop the personal attributes that ensure they are ready, able and qualified to play their part in the wider world

Thank you for your continued support,

Yours Sincerely

R Malton

Mrs R Malton
Principal