



Dear Parent / Carer

Attendance Guidance Updates

We hope this letter finds you and your family well.

We are writing to inform you of important changes regarding school attendance that will come into effect from August 2024.

Changes to Attendance Policy

Under the new national framework, from August 2024 all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This fine is per parent.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other actions such as a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Importance of Regular Attendance

For most students the best place to be during term time is in school, surrounded by the support of their friends and family. Studies show that students who attend school regularly are more likely to succeed academically and develop strong social skills.

As per our policy, the school is committed to meeting our obligation with regards to attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school



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We will also promote and support punctuality in attending lessons.

Support and Guidance

We understand that there may be circumstances that make attendance challenging. We encourage you to communicate any issues or concerns with us as early as possible so that we can provide the necessary support. Our goal is to work together to ensure that every child has the opportunity to succeed.

If you have any questions or need further information, please do not hesitate to contact the school office on 01302 368192 or via email at admin@townfield.doncaster.sch.uk

Thank you for your cooperation and support in this matter.

Yours sincerely

Helena Honeybone
Headteacher



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