

Monkfield Park Primary School Attendance Roadmap



1. Identify & Prevent

To prevent absences and understand any problems.

We will:

- Check daily: If your child is absent, we'll call or email you right away. We may also visit your home to check they are safe and well.
- Look for warning signs: If your child is at risk of missing 10 half-days (5 full days) in 10 school weeks, we'll contact you to talk about why and offer support.

2. Early Support

Provide support to stop absences continuing.

If your child has missed 10 half-days (5 full days) in 10 school weeks

We will:

- Invite you into school, to discuss concerns and agree on a plan.
- Offer additional support which may include; support from our school Family Support Worker and/or an Early Help Assessment.

3. Formal Support

An Attendance Contract will be offered to formalise our support.

We will:

- Send you a Formal Warning Letter.
- We will ask you to sign a formal Attendance Contract that lasts 3–6 months.

This contract is a nurturing plan with small, achievable goals, which will be regularly reviewed.

4. Warnings

When an Attendance Contract has failed and/or been declined, further actions will be taken.

We will:

- Issue a Formal Warning and/or a 'Notice to Improve' letter.
- Support from the Local Authority will be gained, to reinforce the need for immediate attendance improvement.

5. Legal Action

Legal Action, is a very last resort.

If you take your child out of school without permission (unauthorised term-time absence), or if overall absence continues to be too high despite Steps 1–4, the Local Authority **MAY** take legal action (like a fine/Penalty Notice or court action).

- Statutory Guidance states that a referral to Children's Social Care for children with 'severe absence' should be considered for intensive support.

PENALTY NOTICE & LEGAL ACTION

1st Offence

Term Time Leave and/or Irregular attendance (10 sessions of Unauthorised Absence or more = Fine of £160 per child, per parent if paid within 28 days. If paid within 21 days this is reduced to £80 per child, per parent.

2nd Offence within 3 years
£160 per child, per parent if paid within 28 days, no reduction available.

3rd Offence within 3 years
NO PENALTY NOTICE considered. The case will be presented to the **Magistrates Court under s444 (1) or (1a) of the Education Act.**

If found guilty, a fine of up to £2500 per child, per parent can be issued. Convictions for s444 (1a) offences will show up on DBS records.