

4 February 2025

Dear Parents/Carers,

I hope this letter finds you well.

As we approach the half way point of this academic year, I wanted to remind you of the expectations around school attendance and the attendance processes and changes that came into effect at the start of this academic year.

As you know, regular attendance is crucial for your child's educational progress and social development. It enables them to:

- Fully engage in learning and make consistent academic progress
- Develop essential social skills by interacting with peers and teachers
- Grow in confidence within a supportive school environment
- Establish a sense of routine and responsibility, vital for future success

Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results. Unsurprisingly, pupils who perform better both at the end of primary and secondary school miss fewer days than those who don't perform as well.

The data also shows that secondary school pupils who didn't achieve grade 9 to 4 in English and maths missed 10 more days on average over the key stage than those who achieved grade 9 to 5 in both English and maths. Therefore, the higher a pupil's attendance, the more they are likely to learn, and the better they are likely to perform in exams and formal assessments, all of which are key to opening as many doors to their futures.

You may be aware that the Department for Education is supporting schools and Local Authorities to boost school attendance through a range of initiatives set out in their recent attendance strategy and guidance. You can find a reminder of Doncaster Local Authority's and therefore Hungerhill's processes in the attached document.

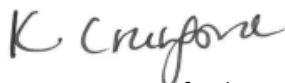
As a school we are responsible for working with you as our families to overcome any barriers to attendance and we appreciate your cooperation in following these procedures. Your support is essential to ensure your child receives the best possible educational experience and good attendance at school is part of this.

If you have any questions or require further clarification, please do not hesitate to contact the school

through the 'Contact Us' section of the website. We are here to support you and your child in maintaining excellent attendance.

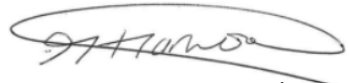
Ways to contact the school with an absence:

- Call the attendance team on 01302 885811, if no response please leave a voicemail.
- Email Absence@hungerhillschool.com



Mrs K Crawford
Headteacher

Warmest regards



Miss M Harwood
Lead Deputy Headteacher



Hungerhill School is part of the Brighter Futures Learning Partnership Trust
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**City of Doncaster Council –
Moments Matters, Attendance Counts**

Attendance Process and Changes September 2024:

Please find below, the new Attendance changes in line with the Local Authority guidance on Attendance:

Drop below 95% - First Letter is sent to Parent/Carer to inform of attendance dip and to work collaboratively to increase within a 15-day period.

Drop below 94%- Second Letter is sent to Parent/Carer to inform of further drop and an invite into school with the Attendance team to see what support is required, if any and work to increase. Attendance Support Plan to be set for 4 weeks.

Drop below 92%- Third Letter is sent to parents to inform of further drop in attendance and failed Attendance Support Plan. A 15 day Warning Educational Penalty Notice Letter will be issued with a 15 day period to increase.

Below 90%- If Parents/Carers have received all 3 previous letters, have been invited to an attendance meeting with a failed support plan and there still has not been an improvement in attendance, a referral to the Local Authority is submitted.

Medical Appointments:

We kindly ask that any medical appointments are made outside of school hours where possible or, where not, in the late afternoon. Please note that medical appointments during the school day or before 12:10pm do affect your child's attendance. Where possible, please provide medical evidence for any appointments made.

Lates/Unauthorised absences:

If a student has 5 unauthorised absences, including **late** after registration closes at 9:30am, and we have not been able to make contact within a 10-week period, you may receive an **Education Penalty Notice** from the Local Authority. If your child is close to receiving this, a warning letter will be sent beforehand. We ask that you ensure that there are no further absences from school without a justifiable reason. If you were unable to contact school on the day of absence with a reason, please note that we only legally have 5 days to change any unauthorised absences.

Please contact the Attendance team if you have any questions or require any support.

Kind Regards,

Attendance Team.

City of Doncaster Council –
Moments Matters, Attendance Counts

Penalty Notice Fines for School Attendance are Changing!

The Department for Education (DFE) will introduce a new National Framework for Penalty Notices, the following changes will come into force after 19th August 2024.

Penalty notices will be considered for 5 days of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of combination of any type of unauthorised absence. The 10-school week period can span different terms or schools' years.

First Offence.

The amount will be: £160 per parent, per child when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Penalty notices will be issued for each parent, for each child that was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

Second Offence (within three years)

The second time a Penalty Notice is issued for.

the amount will be: £160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

Third Offence and any further offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent per child.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS Certificate and may impact on job applications and travel abroad.

Court prosecutions:

Penalty Notices will not automatically be issued they will be considered on a case-by-case basis. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken or other legal interventions.