



Cognus

No Limits on Learning

Transition from Primary to Secondary – School Attendance

Attend to Achieve
#SchoolTodayFutureTomorrow

Key points

Parents' responsibilities around attendance and punctuality

What does the law say?

Holidays vs exceptional circumstances

National framework / penalty notices

Establishing routines - good practice

Sutton Schools – Attendance Support Team

- The Attendance Support Team oversees all schools in Sutton. This includes Primary, Secondary, Independent, Specialist Provisions and Pupil Referral Units
- The team are made up of 5 Education Welfare Officers (EWOs), 1 team lead, 1 courts officer, 1 child employment administrator and 1 penalty notice officer
- Some of our duties include meeting with schools termly to carry out Targeted Support meetings, Multidisciplinary working, supporting with TACs, TAFs, and CIN meetings, traded work which includes attendance audits, parent meetings (case work)
- Ensuring all pupils attend school regularly and that schools are following *the ‘Working Together to Improve School Attendance’* guidance as outlined by the Department for Education

What does the law say?

If you fail to ensure your child attends school regularly, the Local Authority has a statutory duty to consider legal action to enforce school attendance under the 1996 Education Act section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so.

*It is the responsibility of **each parent** to ensure regular school attendance and failure to do so will result in each parent being charged with the offence. If convicted, both parents will be punished by the courts, resulting in a fine of up to £2,500 for each parent and / or up to three months custodial sentence*

What are the responsibilities of parents?

Who is responsible?

All natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child.

- *To ensure your children / young people (CYP) have gone to bed on time*
- *School uniform is set the night before*
- *Bags packed with correct books/equipment*
- *Minimal device usage (if this is a negative distraction for the CYP)*
- *Ensure pupils arrive at school on time (transport/ age of child can be a barrier/ as well as working parents – how will parents manage this?)*
- *CYP to attend school everyday*

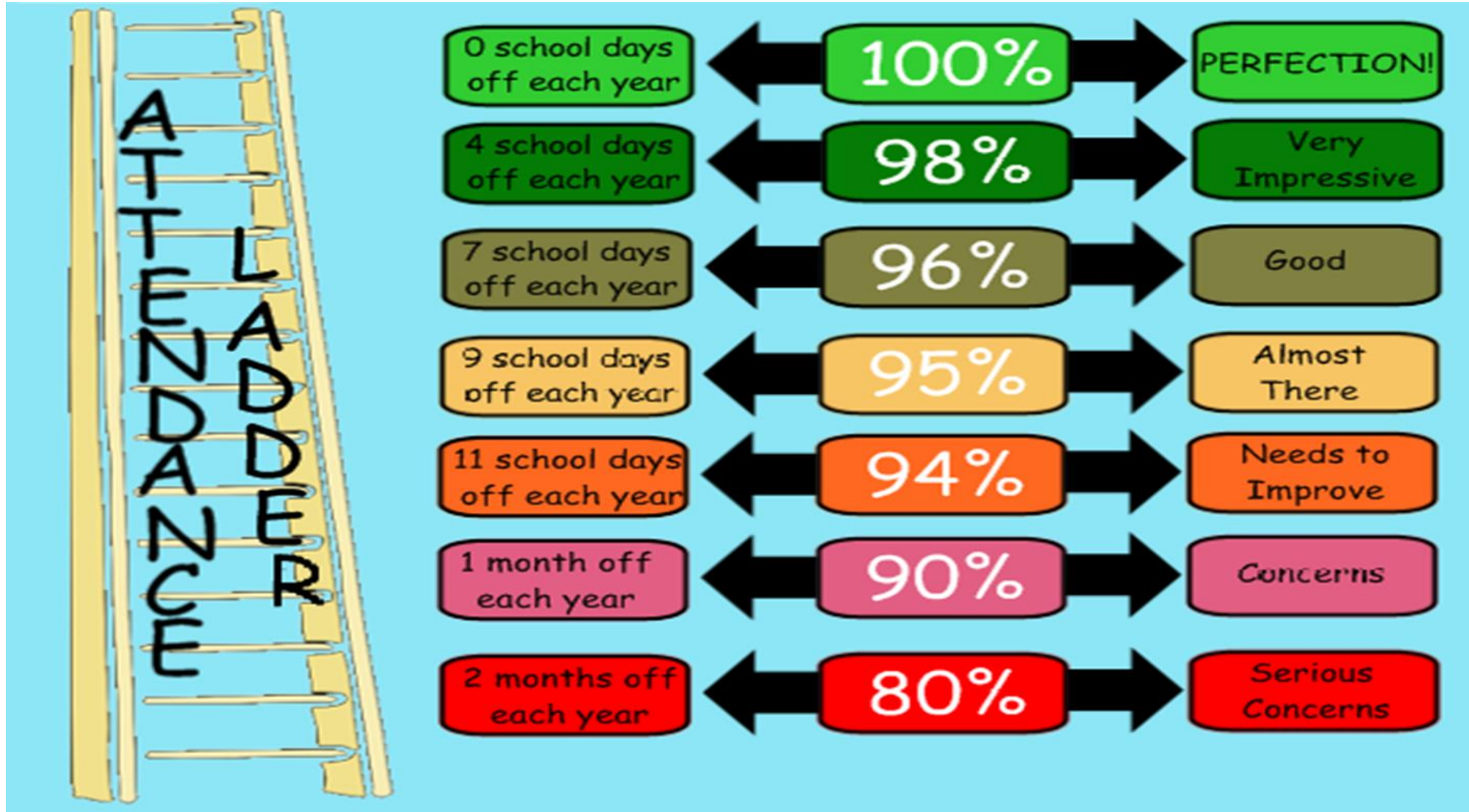
What are exceptional circumstances?

Holidays during term time are NOT exceptional circumstances

Exceptional circumstances are:

- **Death of an immediate family member and travel for funerals**
- **Sickness or injury requiring absence beyond the school's recommended timeframe**
- **Religious observance**

What does good attendance look like?



Penalty Notice Framework

The new national
framework comes into
effect on
August 19th 2024



The PN National Framework aims to:



Make penalty notices more effective



Prioritise the support first approach



Improve consistency in the use of penalty notices across England



Improve the deterrent effect of a penalty notice

National Framework Changes


The penalty notice fine amount raises from the current £60/£120 to £80/£160 per parent

If the PN goes unpaid, schools have a right to take forward to court proceedings


We urge all parents to work in collaboration with the school if any attendance issues arise to avoid legal intervention!

Notice to Improve

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Attendance Service
Cantium House, Railway Approach,
SM6 0DZ



Notice to Improve

14th May 2024

Joey Bloggs
123 Sesame Street
Sutton
Surrey, SM1 2EF

Pupil Name: Date of Birth: Current attendance: %
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Dear Mr Bloggs

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at «School_Name».


The school have offered support to you and your family to try and help improve «Students_Name's» attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter.** The school wrote to you, letting you know about «Students_Name's» attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.


1

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Styles Editing



Attendance Service
Cantium House, Railway Approach,
SM6 0DZ



Notice to Improve

4. **Multi Agency Approach.** The school made a referral to «Organisation's_Name» to support your child, however you have not engaged with or declined involvement following contact from the team.

Unfortunately, despite the range of support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at «School_Name», which resulted in **10 sessions** (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have **twenty school days (4 weeks)** in which to improve your child's attendance. During this time your child must show **significant improvements in attendance and avoid having any unauthorised absences from school during this period.** Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued, or court proceedings will be considered. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

NB – where it is clear that improvement is not being made, a penalty notice can be issued, or court proceedings considered before the improvement period set out above has ended.

NB – if at any point during the improvement period support is requested or engaged with, consideration will be given to ceasing the notice to improve.

If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible.

Yours sincerely

Name
Name of Team/School
Address

Telephone:

2

Display Settings Focus

What if my child struggled with their attendance in Primary School?

[Supporting school transitions](#) | [Resources](#) | [YoungMinds](#)



Mental Health appointments

- If you have an appointment with CAMHS, or another service please inform the school
- Share the outcomes of the appointment with the school, as well as any recommended interventions, medication or assessment information
- It is best to give the school the consultants contact information, as well as consent to contact your GP
- Work closely with the school nurse where appropriate
- Encourage the CYP to talk with in-school counsellor
- Speak with HOY / form tutor/ pastoral team about any concerns that may arise

Mental Health Support

[Search results | Sutton Information Hub](#)

Kooth



Kooth

Service

£ Free

SEND Local Offer

Early Help

Care Leavers Local Offer

Your online mental wellbeing community. Helpful articles, personal experiences and tips from young people and our Kooth team, and discussion with the larger Kooth community

[View more](#) →

Jigsaw4u



Jigsaw4u

Service

£ Cost

SEND Local Offer

Early Help

Emotional support for families

[View more](#) →

Hopeline UK



Papyrus

Service

£ Free

Early Help

Care Leavers Local Offer

This page is for information on the PAPYRUS HOPELINEUK service - visit our HOPELINEUK FAQ section for more information about using the service. For further help and advice, including a full list of resources, visit our help and advice resources page.

[View more](#) →

Belmont Connect



Sutton Mental Health Foundation

Service Cost

Belmont Connect at Sutton Mental Health Foundation

Belmont Connect is a place for people over 18 in Sutton, whose mental health has had an impact on their lives. It is a place to socialise, find friendship and receive support in a friendly, relaxed and unstructured atmosphere

[View more](#) →

Talk to Us - Off the Record



Off the Record

Service Free SEND Local Offer

Early Help Care Leavers Local Offer

Off the Record provides online support services, including free ongoing online counselling, giving you one-to-one support to help you through tough times.

[View more](#) →

Young Minds



Young Minds

Service Free Early Help

Care Leavers Local Offer

Mental Health support for youths and parents

[View more](#) →

Samaritans



Samaritans

Service

£ Free

SEND Local Offer

Early Help

Whatever you're going through, a Samaritan will face it with you. We're here 24 hours a day, 365 days a year.

[View more](#) →

MAPS (Mentoring & Peer Support)



MAPS Mentoring & Peer Support

Service

£ Cost

SEND Local Offer

Early Help

Mentoring programme

[View more](#) →

St Helier One Stop Shop



St Helier One Stop Shop

Service

£ Free

SEND Local Offer

Early Help

The St Helier One Stop Shop will operate as a face-to-face, drop-in service where residents of the London Borough of Sutton can get free information, support and advice on a wide range of areas.

[View more](#) →



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Any Questions?

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