



Aston Hall
Junior & Infant School

ASTON HALL JUNIOR & INFANT SCHOOL

Church Lane, Aston, Sheffield, S26 2AX

☎ 0114 287 9811

✉ office@astonhallschool.org

🌐 astonhallschool.co.uk

HEADTEACHER: Mr S Holmes

IRREGULAR ATTENDANCE AT SCHOOL: NOTICE TO IMPROVE

NAME OF CHILD:

DATE OF BIRTH:

REGISTERED PUPIL AT: Aston Hall Junior & Infant School

Dear (insert parent/carer name)

I am writing to you to share my concern regarding the attendance of your child, (insert child's name.)

(Insert child's name) attendance is currently (insert attendance %) and the school are concerned as this is unsatisfactory. The Local Authority and School together take attendance very seriously and have strong evidence that children who attend regularly are much more likely to achieve positive outcomes and perform well in school and achieve in later life.

School and the Local Authority are keen that families who experience difficulties are supported to help make improvements with issues that are affecting family life and that can result in poor attendance.

The school have offered support to you and your family to try and help improve (Insert child's name)'s attendance, including:

1. Telephone calls. The school contacted you in line with your child's school attendance policy 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 (Insert child's name) 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.

4. An Early Help Assessment. Support is available for families through the Early Help Assessment and Plan. This is a process that helps professionals understand the issues that may be affecting the child and family and plan appropriate support to help. We recognise that family life can at times be difficult and sometimes families' need a helping hand to assist.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «START_DATE» and «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 until (Date) in which to improve your child's attendance. During this time your child must show 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 other enforcement





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considered. For your child sufficient improvement is sessions out of a possible..... sessions during the monitoring period.

It is, however, important to note that **enforcement action may be taken if an improvement in attendance is not made**. If there is not a marked improvement in (**insert child's name**) attendance at school, the matter will be reported to the Local Authority with a view to seeking enforcement as per the provisions of the Education Act (1996.)

A penalty notice is charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.

A second fixed penalty notice within 3 years will be charged at £160.

Where there is a third request to the Local Authority alternative enforcement will be considered, which may include prosecution.

It is important that you take this information seriously and act in the best interests of your child to ensure future good attendance.

If you wish to discuss this notice, or discuss what further support is available, please contact (**insert school contact person**) on (**INSERT CONTACT NUMBER/ EMAIL**) as soon as possible:

Thank you,

Mr S Holmes

Headteacher





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HEADTEACHER: Mr S Holmes

Application for Leave of Absence

Dear Parent/Carer,

Further to your recent application for leave of absence from to , I would like to inform you that the above request **has** been authorised.

I wish to advise you that in authorising the leave of absence, the school would be concerned if their future attendance should fall below the school's required standard of 96%.

Such a fall in attendance could impact future requests for leave of absence.

From 19th August 2024, the Government have introduced a new National Framework for Penalty Notices. Under the National Framework all schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions (5 days) for unauthorised reasons within 10 school weeks.

If the absence is for an unauthorised term time holiday, parents may receive an FPN. FPN's are used as an alternative to prosecution.

The National Framework for Penalty Notices sets out that a **maximum of 2 FPN's per child, per parent can be issued within a rolling 3-year period.** If the national threshold is met for a third time (or subsequent times) within 3 years, another tool will be used.

The first FPN in a 3-year period: £160 per parent, per child to be paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days

The second FPN in a 3-year period: £160 per parent, per child to be paid within 28 days

The third occasion in a 3-year period: A FPN will not be issued, and the Council will consider alternative enforcement such as a court summons.

You can read more information on the government changes here:

<https://tinyurl.com/3vhxjsmf>

The updated Rotherham Fixed Penalty Notice Code of Conduct can be found here:

<https://www.rotherham.gov.uk/education-2/early-help-family-engagement-fixed-penalty-notice-code-conduct-school-attendance/7>.

Thank you,

Mr S Holmes

Headteacher





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HEADTEACHER: Mr S Holmes

Application for Leave of Absence

Dear Parent/Carer,

Further to your recent application for leave of absence from to , I would like to inform you that the above request has **not** been authorised.

The reason for this decision is the request is not due to exceptional circumstances as detailed in school / national policy.

I wish to advise you that on this occasion I have made the decision **not** to refer the case to the Local Authority to request the issue of a fixed penalty notice. I wish to advise you that the school would be concerned if their future attendance should fall below the school's required standard of 96% **and any further requests for leave of absence within a 12 calendar month period would likely result in an FPN being issued.**

From 19th August 2024, the Government have introduced a new National Framework for Penalty Notices. Under the National Framework all schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions (5 days) for unauthorised reasons within 10 school weeks.

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Thank you,

Mr S Holmes

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HEADTEACHER: Mr S Holmes

Application for Leave of Absence

NAME OF CHILD: Insert child's name

DATE OF BIRTH: Insert child's date of birth

Dear (insert parent/carers name),

Further to your recent application for (insert child's name) leave of absence from (START DATE) – (END DATE) . I would like to inform you that the above request has **not** been authorised. I am writing to notify you that due to the concerns around (insert child's name) attendance, a referral will now be made to the Local authority for enforcement action upon return from the leave of absence requested. You will receive an irregular attendance at school: notice to parents/carers letter.

The Education Act (1996) places a duty upon parents/carers, to ensure that children of school age attend school every time it is open, unless the children are prevented from doing so as a result of their own illness. In the case of illness, medical evidence should always be submitted.

The Local Authority and School together take attendance very seriously and have strong evidence that children who attend regularly are much more likely to achieve positive outcomes and perform well in school and achieve in later life.

During the period (START DATE) – (END DATE) (insert child's name) will be absent from school for (enter figure) unauthorised sessions.

The explanations given by you, for your child's absences, are not considered to be reasonable within the provision of the Education Act and the requirements in the Local Authority Code of Conduct have been met.

From 19th August 2024, the Government have introduced a new National Framework for Penalty Notices. Under the National Framework all schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions (5 days) for unauthorised reasons within 10 school weeks.

It is my duty to bring to your attention the penalties which may be imposed:

A fixed penalty notice (FPN) charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.

A request for a second fixed penalty notice charged at £160 (if issued within 3 years from a first FPN.)

Other enforcement action, as outlined in Rotherham's Code of Conduct.

In the event of a fixed penalty notice (fine) being issued, the Local Authority will write to you with details of when and how to pay.

The updated Rotherham Fixed Penalty Notice Code of Conduct can be found here:

<https://www.rotherham.gov.uk/education-2/early-help-family-engagement-fixed-penalty-notice-code-conduct-school-attendance/7>

Thank you,

Mr S Holmes
Headteacher

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HEADTEACHER: Mr S Holmes

Parent/Carer
Address Line 1
Address Line 2
Address Line 3
Postcode

Date

IRREGULAR ATTENDANCE AT SCHOOL: NOTICE TO PARENTS/CARERS

NAME OF CHILD:

DATE OF BIRTH:

REGISTERED PUPIL AT: (insert)

Dear (insert parent/carers name)

I am writing to notify you that due to the concerns around (insert child's name) attendance a referral will now be made to the Local Authority for enforcement action.

The Education Act (1996) places a duty upon parents/carers, to ensure that children of school age attend school every time it is open, unless the children are prevented from doing so as a result of their own illness. In the case of illness, medical evidence should always be submitted.

The Local Authority and School together take attendance very seriously and have strong evidence that children who attend regularly are much more likely to achieve positive outcomes and perform well in school and achieve in later life.

During the period (START DATE) – (END DATE) (insert child's name) has been absent from school for (enter figure) unauthorised sessions.

The explanations given by you, for your child's absences, are not considered to be reasonable within the provision of the Education Act and the requirements in the Local Authority Code of Conduct have been met. I must, therefore, advise you that I will now refer this to the Local Authority.

It is my duty to bring to your attention the penalties which may be imposed:

A fixed penalty notice (FPN) charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.

A request for a second fixed penalty notice charged at £160 (if issued within 3 years from a first FPN.)

Other enforcement action, as outlined in Rotherham's Code of Conduct.

In the event of a fixed penalty notice (fine) being issued, the Local Authority will write to you with details of when and how to pay.

I should be pleased if you would give your immediate attention to this matter, and if you have any queries regarding this letter, please contact me.

Yours sincerely,

Mr S Holmes
Headteacher